

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

July 10, 2019

Cougar Room
(Access Through the Library Entrance)

5:00 p.m.

29 Cougar Court
Taft, California 93268

A. Accessibility. In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

B. Obtaining Public Records. A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.

C. Language Assistance. The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.

D. Addressing the District Board. The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.

1. **Agenda Items.** If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.
2. **Non-Agenda Items.** Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.

E. Questions for the Board. Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.

F. Placing issues on the Board Agenda. Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.

1. CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957
 - B. Public Employee Performance Evaluations, Government Code Section 54957
 - C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
 - D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
 - E. Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
 - F. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases
Claim Received from Donald Thornsberry
Claim Received from Melissa Thornsberry
 - G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS
5. PLEDGE OF ALLEGIANCE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. APPROVAL OF MINUTES - Regular Meeting Held June 5, 2019
9. NEW BUSINESS:
Collective Bargaining - Public Hearing and Request for Approval (A-D):
 - A. Request for Approval - Presentation of the Taft College Faculty Association CTA/NEA Reopener for FY 2019/20
 - B. Request for Approval - Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2019/20
 - C. Request for Approval - Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2019/20
 - D. Request for Approval - Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2019/20

- E. Request for Ratification – 2019-2023 Contract for Dr. Debra Daniels, WKCCD Superintendent/President
 - F. Second Reading and Request for Approval – Tentative Agreement with the Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Club Advisor Stipends, Implementation Date of 7/1/19
 - G. Second Reading and Request for Approval – Tentative Agreement with the Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Campus Security Video Monitoring and Surveillance Technology; Implementation Date of 7/1/19
 - H. Second Reading and Request for Approval – Tentative Agreement with the Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Faculty Evaluation Process; Implementation Date of 8/1/19
 - I. Second Reading and Request for Approval – BP #3502 – Campus Security Cameras
10. CONSENT AGENDA (Items A - T)
- A. Information Item – Annual List of Board Policies and Administrative Procedures Action for 2018-19
 - B. Request for Ratification - 2019-20 Contract Education Agreement between WESTEC and WKCCD; 7/1/19 - 6/30-20
 - C. Request for Approval – Cooperative Work Experience Education (CWEE) Plan (AP 4103)
 - D. Request for Approval – California Virtual Campus-Online Education Initiative (CVC-OEI) Subaward Agreement, District to be Awarded \$100,000.00; Term is One Year
 - E. Request for Approval – Resolution No. 2019/20-02 and Agreement with California Department of Education to Provide Migrant Specialized Services, Contract #CMSS-9005; 7/1/19-6/30/20; Grant is up to \$98,159.00
 - F. Request for Approval – Resolution No. 2019/20-03 and Agreement with California Department of Education to Provide Migrant Child Care Contract #CMIG-9005; 7/1/19 – 6/30/20; Grant is up to \$706,722.00
 - G. Request for Approval – Resolution No. 2019/20-04 and Agreement with California Department of Education to Provide General Child Care and Development Programs Contract #CCTR-9056; 7/1/19 – 6/30/20; Grant is up to \$709,075.00

- H. Request for Approval – Resolution No. 2019/20-01 and Agreement with California Department of Education to Provide Services Under the State Preschool Program Contract #CSPP-9133; 7/1/19 – 6/30/20; Grant is up to \$806,433.00
 - I. Request for Approval – WKCCD 2019-20 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/19 – 7/31/20; \$50,026.00
 - J. Request for Approval – AMS.net Annual Support Coverage, Quote #Q-00036352, CISCO Network Hardware; \$17,403.65
 - K. Request for Approval – ITSavvy, LLC. – CommVault Software Support Renewal – Quote #3242596; 9/1/19 – 8/31/20; \$10,830.65
 - L. Request for Ratification – Contract for Professional Services with Amber Anderson for Assistance and Training Staff Regarding Procedures and Processes with Admissions and Records Mandated Reporting; 7/1/19 – 6/30/20; \$100.00 per Hour Not to Exceed 100 Hours
 - M. Request for Approval – Employment Credentials Project Memorandum of Understanding with Yosemite Community College District; Up to \$5,000.00
 - N. Request for Ratification – Proposal from Daikin for Chiller Repair; \$4,243.00
 - O. Request for Ratification – 2019-20 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership; 7/1/19 – 6/30/20; \$4,050.00
 - P. Request for Approval – Alumni Project/CRC Regional Strong Workforce Project; \$2,500.00
 - Q. Request for Approval – GT Software NetCOBOL Maintenance Renewal, Quote #00012309; 9/1/19 – 8/31/20; \$2,376.00
 - R. Request for Approval – Taft Union High School Soccer Field Rental for the Fall Semester 2019; \$5,000.00 Rental Fee plus Additional Expenses
 - S. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale
 - T. Ratification of the June 2019 Vendor Check & Purchase Order Registers
11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST
12. EMPLOYMENT
- A. Academic Employment (Appendix I)
 - B. Classified Supervisory Employment (Appendix II)

C. Confidential Management Employment (Appendix II)

D. Classified Employment (Appendix II)

13. REPORTS:

A. Financial Reports (For Information)

1. Revenue Accounts (Account Level 1) FY 2019/20

2. Expenditure Accounts (Account Level 1) FY 2019/20

3. Expenditure Detail of \$10,000.00 or Greater, June 2019

4. Student Organization and Special Accounts, June 2019

5. Funds Deposited in County Treasury, June 2019

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT

15. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, August 14, 2019, at 5:00 p.m.

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

**WEST KERN COMMUNITY COLLEGE DISTRICT
MINUTES OF THE BOARD OF TRUSTEES**

REGULAR MEETING

June 5, 2019

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:04 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:05 p.m. it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- F. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases
Claim Received from Donald Thornsberry
Claim Received from Melissa Thornsberry
- G. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
- H. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:01 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held May 8, 2019 were approved.

NEW BUSINESS

Request for Approval - 2019-20 West Kern Community College District Tentative Annual Budget (Presentation)

Brock McMurray, Executive Vice President of Administrative Services, presented the proposed tentative 2019/20 budget (PowerPoint). Mr. McMurray explained the current state of funding for the 2018/19 year and the concerns with the 2019/20 year. The District remains conservative in spending due to the unknown allocation amount for the current fiscal year as well as the changing metrics within the funding formula. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the tentative budget was approved (copy attached to official minutes).

Request for Approval - Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray said that this annual request is being recommended in an effort to capitalize in state funding if the opportunity occurs. In order to participate in state funding, the District must document the project in which they wish to begin. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request for approved (copy attached to official minutes).

Request for Approval - West Kern Community College District 2021-2025 Capitol Outlay Plan

Mr. McMurray told the Board that similar to the FPP, this plan must be approved each year to participate in state funding opportunities for facility projects. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Tentative Agreement Between Classified School Employees Association, Chapter #543 and West Kern Community College District - Proposed Implementation of Compensation Study, Implementation 7/1/19

Dr. Daniels said that a 2016 compensation study identified positions and salaries that should be adjusted due to comparison data in the study. This agreement would complete the compensation study. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Club Advisor Stipends, Implementation 7/1/19 (No Action)

Dr. Daniels reported that this agreement would raise the number of club advisor stipends from 8 to 11 and would better serve the growing student population.

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Campus Security Video Monitoring and Surveillance Technology, Implementation 7/1/19 (No Action)

Dr. Daniels said that this agreement addresses the use of public video monitoring in specific terms within the Faculty bargaining agreement.

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Faculty Evaluation Process, Implementation 8/1/19 (No Action)

Dr. Daniels told the Board that this agreement would clean up language in the current process as well as to document past practice as recognized by the bargaining committee.

First Reading - Presentation of the Taft College Faculty Association CTA/NEA Reopener for FY 2019/20 (No Action)

First Reading - Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2019/20 (No Action)

First Reading - Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2019/20 (No Action)

First Reading - Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2019/20 (No Action)

Dr. Daniels said that Items H-K are recommended for approval so that bargaining units may continue to negotiate contracts in the 2019/20 fiscal year.

First Reading – Board Policy #3502 – Campus Security Cameras (No Action)

Dr. Daniels told the Board that this policy documents this use and intent of the security cameras on campus (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – 2019-2022 Student Equity Plan
- B. Request for Approval – Fiscal Year 2019-20 Annual Appropriations (GANN) Limit
- C. Request for Approval – 2018-19 Multiple Method Allocation Certification Form
- D. Request for Approval – Course Revisions

Math & Science Division

PHED 1742 Offseason Intercollegiate Soccer

Learning Support Division

DS 1502 Disabilities and the Law

DS 1504 Cultural Competency Towards Disabilities

DS 1506 Safety Advocacy and Maltreatment Prevention and Safety at Home and in the Community

Social Science Division

ECEF 2021 Introduction to the Primary Grade Classroom

Liberal Arts Division

ART 1600 Basic Design

ART 1811 Graphic Design

- E. Request for Approval – New Course

English Division

ENGL 1501 Enhanced Composition and Reading

- F. Request for Approval – 2019-2020 Residential Lease Agreements for TIL Student Off-Campus Housing; 8/1/19 – 7/31/20; No Direct Expense to the District
- G. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD) Dual Enrollment Program and Concurrent Enrollment Program (Revised)
- H. Request for Approval – Contract for Professional Services with (10) Taft Union High School District Employees for Participation & Attendance for the California Academic

Partnership Program (CAPP) Guided Pathways Alignment Project Summer Convening/Grant Work; 6/17/19 – 6/19/19; Travel Expenses Reimbursed by CSU; Fees Not to Exceed \$18,397.20

I. Request for Approval – Contract for Professional Services with (3) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 6/21/19; Hourly Rate \$70.63 (Not to Exceed 6 Hours per Attendee)

J. Request for Ratification – Contract for Professional Services with (5) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 5/22/19; Hourly Rate \$70.63 (Not to Exceed \$150.00 per Attendee)

K. Request for Ratification - Contract for Professional Services with (1) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 5/22/19; Hourly Rate \$70.63 (Not to Exceed \$150.00 per Attendee)

L. Request for Approval – 2019-20 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/19 – 6/30/20; \$144,864.00

M. Request for Approval – CampusLogic Subscription Order for AwardLetter/CampusMetrics; 7/1/19 – 6/30/22; \$48,000.00 Over the 3-Year Term with No Implementation Fee

N. Request for Ratification – Master Subscription Agreement with VitalSource Technologies (VST), LLC; Effective 6/1/19 and Renews Automatically Annually for 1-Year Terms; Bookstore to Receive Commission

O. Request for Approval – Adobe Creative Cloud Suite; 12 Month Term Upon Purchase; \$14,125.50

P. Request for Approval – Nvivo Plus Enterprise License Agreement with QSR International, Inc.; 36 Month Agreement Beginning 8/1/19; \$11,849.00 Annually

Q. Request for Approval – 2019/20 District Business Office Systems Agreement – KCSOS AGT #20-0161; 7/1/19 – 6/30/20; Annual Cost of \$6,699.18

R. Request for Approval – Agreement with SARS Software Products, Inc. for Annual Renewal of Support License 2019-2020; 8/20/19 – 8/19/2020; \$5,000.00

S. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC “Capitol PFG” to Serve as the WKCCD Dissemination Agent (Consulting

Services Agreement, Consulting Services Order CSO No. 2019-1 and Certificate of Acceptance); 7/1/19 - 6/30/20; Annual Reporting Filing \$4,500.00 and \$500.00 for Each Material Event Filing Plus Expenses

T. Request for Approval - Cisco Umbrella Insights; 7/20/19 - 7/19/20; \$4,212.00

U. Request for Approval - VoiceThread Annual License Agreement; 60 Day Free Trial with Agreement Beginning 7/13/19; \$3,500.00

V. Request for Ratification - Pacific West Sound In. to Provide the Sound System and Music for the 2018-19 Taft College Graduation Ceremony; 5/24/19; \$3,225.00

W. Request for Approval - Netlink Loader Service Contract; 6/26/19 - 6/25/20; \$1,676.00

X. Request for Ratification - Training Services Agreement with Westside Energy Services Training and Education Center, Inc. (WESTEC) - Active Shooter Training for Faculty and Staff; 5/29/19; \$350.00

Y. Request for Approval - HVAC Maintenance Agreement Renewal with the Taft City School District; 7/1/19 - 6/30/20; Income to District for Work Performed

Z. Ratification of the May 2019 Vendor Check & Purchase Order Registers (*To Be Posted 6/3/19*)

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A - Z were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Brittany Long, student/graduate, addressed the Board on the topic of campus recycling/composting efforts.

EMPLOYMENT

On a motion by Trustee White and seconded by Trustee Long, Employment Items A - D were approved by the following vote (Employment Items A - D (*Appendix I & II*) are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campo, Michael Long, Dr. Kathy Orrin and Billy White

No: None

Abstain: None

Absent: None

REPORTS

Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, May 2019
4. Student Organization and Special Accounts, May 2019
5. Funds Deposited in County Treasury, May 2019

Trustee Reports

Secretary Campos commended Brittany Long for her interest in sustainability on campus.

Trustee Orrin thanked staff for a successful graduation. She specifically recognized the effort from Taft College Bookstore. Trustee Orrin also commended staff involved in the scholarship luncheon.

Academic Senate

Dr. Sharyn Eveland, AS President, reported action and discussion highlights from recent AS activity. This included the election of Kelly Kulzer as the AS Secretary as well as subcommittee activity for the month.

Business Services

Amanda Bauer, Director of Fiscal Services, stated that the department is in the process of year-end procedures. The auditing firm will conduct an on-site visit in July.

Human Resources

Heather del Rosario, Vice President of Human Resources, reported that the department has begun the use of the Newton applicant tracking system. They will continue to roll out pieces of the software in future recruitments. Ms. del Rosario also stated she will be working to provide a Leadership 101 course for continuing training with managers and supervisors.

Career Technical Education (CTE)

Jessica Grimes, Dean of Instruction and CTE, shared with the Board that the College was awarded \$100,000 grant for online CTE courses. Preparation for a cross-institution grant to benefit west Kern is also underway with West Kern Adult Education Network and Taft Union High School District.

Transition to Independent Living

Aaron Markovits, Director of Transition to Independent Living (TIL), thanked graduating student intern Aaron Jackson for his service and introduced 2019-20 intern Samuel Gallardo. Mr. Markovits invited the Board to the upcoming awards dinner and TIL graduation ceremony. He reported that the department is working on fall recruitment and has new student orientations happening at this time.

Student Success

Dr. Windy Martinez, Dean of Student Success, said that the College was well represented at the Taft Chamber of Commerce car show on Rails to Trails.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, told the Board that annual reporting of campus statistics is occurring with the current task of data extraction in progress.

CSEA, Chapter #543

Jeanene Robertson, Vice President of Chapter #543, recognized classified members who recently completed training to become CSEA stewards. She also thanked the Board for the support on the compensation increases to the positions identified within the compensation study.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Advancement, said that the brunch event to honor the Hutchison Promise students was held to recognize the inaugural class of the program. She said there is a lot of interest in the program for future classes. She also announced that she worked with TIL Director Aaron Markovits and together they successfully authored a grant for a 2-year Adminitrust grant. She noted that TIL was also invited to attend an international conference for education programs for people with disabilities. Javier Reyes, Foundation Development Officer, told the Board that the Foundation honored graduates at the graduation ceremony with an alumni pin. He also said that the Foundation is developing a relationship with Vulcan and Golden Empire Concrete. Both industry leaders are interested in student opportunities within the company. Talks with the Tejon tribe are also ongoing in an effort to expand opportunities for future partnership.

REPORT OF THE SUPERINTENDENT

Dr. Daniels attended many events at the close of the academic year. The welding program hosted an open house event with vendor sponsorship of welding competitions. The program is proving to be successful with student hire rate at completion of the program showing overwhelming rates. The EOPS/CARE/CalWORKS end of year program was moving; Trustee Campos shared his story of perseverance with the students and their families.

Dr. Daniels thanked the staff for their participation in the Taft Chamber of Commerce Car Show, graduation, scholarship luncheon, and Dental Hygiene pinning ceremony.

Recently, Supervisor Zack Scrivner met with Dr. Daniels and toured the campus. A strong partnership will benefit constituents of west Kern county. She also noted that administration is currently at Maricopa High School graduation to provide merit awards to qualifying senior graduates.

CONTINUATION OF CLOSED SESSION

At 7:15 p.m. it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:27 p.m., it was moved by Trustee Long, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported there was no action in Closed Session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 10, 2019, at 5:00 p.m.

ADJOURNMENT

At 8:28 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary

Date: July 2, 2019
Submitted by: Ruby Payne, Faculty Association President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Presentation of the Taft College Faculty Association CTA/NEA, Reopener for FY 2019/20

Background:

This item represents the Taft College Faculty Association's reopener proposal for FY 2019/20. The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2019/20 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

The Reopener Proposal Letter is attached.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 

Dr. Debra Daniels, Superintendent/President

June 5, 2019

To: Board of Trustees
West Kern Community College District

From: Taft College Faculty Association

Subject: Re-Opener Proposal for 2019/20 Collective Bargaining Agreement

The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2019/20 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

Date: July 2, 2019
Submitted by: Greg Hawkins, CSEA President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2019/20

Background:

This item represents the Taft College CSEA Chapter #543 reopener proposal for FY 2019/20. The Taft College CSEA Chapter #543 plans to open Articles 1-24 for the purpose of negotiating the collective bargaining agreement for the 2019/20 academic year.

The Taft College CSEA Chapter #543 is committed to the utilization of the Interest Based Bargaining process used by the Taft College Classified Collective Bargaining Committee (TCCCBC) to reach an agreement.

The Reopener Proposal Letter is attached.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: _____


Dr. Debra Daniels, Superintendent/President

California School Employees Association

Taft College Chapter 543

Date: May 21, 2019
To: Board of Trustees
West Kern Community College
From: Greg Hawkins
Re: Successor Agreement to the 2017-2020 Collective Bargaining Agreement

Taft College California School Employees Association (CSEA), Chapter #543 is requesting negotiation of the successor agreement to the 2017-20 Collective Bargaining Agreement.

The Association would like to address Articles 1 through 24.

Thank you for your consideration of this request. Please contact me should you have any questions.

Thank you,

A handwritten signature in black ink that reads "Greg Hawkins". The signature is written in a cursive style with a large, looped "G" and "H".

Greg Hawkins

Date: July 2, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2019/20

Background:

The law requires that initial proposals, including reopener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

Article 9 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Dr. Debra Daniels, Superintendent/President

Date: July 2, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2019/20

Background:

The law requires that initial proposals, including reopener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

Article 21 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

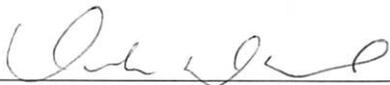
N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Dr. Debra Daniels, Superintendent/President



BOARD AGENDA ITEM

Date: July 2, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

2019-2023 Contract for Dr. Debra Daniels, WKCCD Superintendent/President

Background:

Upon hire July 18, 2016, the initial contract for employment was valid through June 30, 2019. Attached is a contract to extend service to the District through June 30, 2023.

Terms (if applicable):

See Contract

Expense (if applicable):

See Contract

Fiscal Impact Including Source of Funds (if applicable):

The expense is reflected in the 2019-20 WKCCD budget.

Approved: _____


Dr. Debra Daniels, Superintendent/President

**EMPLOYMENT AGREEMENT
WEST KERN COMMUNITY COLLEGE DISTRICT**

Superintendent/President Contract

This Employment Agreement ("Agreement") is made and entered into July 2019 by and between the West Kern Community Collect District ("District") and Dr. Debra Daniels, ("Superintendent/President").

The parties agree as follows:

1. **Term.** The term of this Agreement shall commence on July 1, 2019 and terminate on June 30, 2023, unless terminated earlier or extended pursuant to the provisions of this Agreement or as required by law.

2. **Employment Duties and Obligations.** Superintendent/President is hereby employed as Superintendent/President and shall satisfactorily perform the duties of Superintendent/President as prescribed by the laws of the State of California, Board policy, this Agreement, and the District's job description for Superintendent/President, if any. In addition, Superintendent/President shall perform the following services in a manner satisfactory to the Board:

a. **Board Policies.** Superintendent/President shall have primary responsibility for executing all Board Policies. Superintendent/President, or a designee under Superintendent/President's control and supervision, shall periodically review all policies adopted by the Board with a report and recommendations for modifications to the Board.

b. **Administrative Organization.** The Board delegates to Superintendent/President the power to make decisions concerning internal operations of the District. Superintendent/President shall have the primary responsibility for organizing and establishing administrative and supervisory staff for instructional business, and operational affairs in such a manner as will, in Superintendent/President's judgment, best serve the needs of the District.

c. **Employee Evaluation.** Superintendent/President shall insure that employees of the District are evaluated as provided for by California law and any applicable collective bargaining agreements and Board policy.

d. **Employee Selection.** Superintendent/President shall have primary responsibility in making recommendations to the Board regarding all personnel matters including employment, assignment, transfer and dismissal of employees. Superintendent/President shall examine potential employees and present recommendations for hiring to the Board.

e. **Labor Relations.** As directed by the Board, Superintendent/President shall serve as the District's labor representative with respect to all collective bargaining matters and shall make recommendations to the Board concerning those matters.

f. **Funding Sources.** Superintendent/President shall investigate and advise the Board of possible sources of funding that might be available to implement present or contemplated District programs.

g. **Chief Executive Officer.** Superintendent/President shall act as Chief Executive Officer and shall perform all duties necessary in that connection, including insuring the proper preparation of agenda and minutes of all Board meetings.

h. **Community Relations.** Superintendent/President shall establish and maintain an appropriate community relations program. Superintendent/President shall attend important college and community events, develop relationships with other key public and private agencies and be significantly involved in the local community.

i. **Statutory and Other Duties/Delegation of Authority.** Superintendent/President shall be expected to perform all other reasonable, necessary, and customary duties of Superintendent/President, including, but not limited to, those powers and duties provided in Education Code sections 70902 and 72400, Board Policy, and all applicable provisions of law. Superintendent/President shall recommend to the Board District goals and objectives and, unless unavoidably detained, attend all regular and special meetings of the Board, with the exception of those closed sessions in which the Board discusses matters related to the Superintendent/President's employment or when excused from closed session by the Board. The Superintendent/President shall serve as an *ex officio* member on all board committees and subcommittees, and shall be entitled to submit recommendations on any items of business considered by the Board or any committee or subcommittee of the Board. Superintendent/President's duties shall also include all tasks and powers reasonably necessary to fulfill the duties specified in this Agreement, arising out of the position, and required by BP 2430. In addition, Superintendent/President will satisfactorily perform such further duties as may be assigned or required by the Board. The Superintendent/President shall only be required to take direction from decisions resulting from a majority of the Board. Individual board members may not, on an individual basis, provide direction to the Superintendent/President. The Board delegates to the Superintendent/President the power to act in accordance with BP 2430, as BP 2430 may be amended from time-to-time by the Board.

j. **Board/Superintendent/President Responsibilities.** Although Superintendent/President, as chief executive officer of the Board, shall have primary responsibility for execution of Board policies, the Board shall retain primary responsibility for formulating and adopting Board policies. In addition, while Superintendent/President shall have primary responsibility for assignment and transfer of employees and for selecting candidates for consideration for employment, the Board alone shall have the authority to hire and dismiss District personnel. The parties agree, individually and collectively, not to interfere with or usurp the primary responsibilities of the other party and agree that the Board, individually and collectively, shall promptly refer all criticisms, complaints, and suggestions called to its attention to Superintendent/President for study and correction or, if an issue of policy is involved, for recommendation to the Board. Superintendent/President shall report back to the Board after handling complaints referred by the Board or by individual board members. The Board and Superintendent/President agree to work in a spirit of cooperation and teamwork, and to

periodically discuss the Board and Superintendent/President relationship.

k. **Maintain Professional Competence.** Superintendent/President shall endeavor to maintain and improve Superintendent/President's professional competence by a variety of means, including, without implied limitation, subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities.

3. **Salary.** District shall provide Superintendent/President with the salary and benefits specified below.

a. **Salary Commencing July 1, 2019**

2019-20	5% increase to 2018-19 base salary
2020-21	4% increase to 2019-20 base salary
2021-22	4% increase to 2020-21 base salary
2022-23	4% increase to 2021-22 base salary

b. **Merit Based 403B Contribution.** If the Superintendent/President receives an evaluation rating of "above average" or "excellent" for the prior years as set forth in section 17(g) of this Agreement, then the Superintendent/President shall receive an employer 403B contribution as outlined below.

To be deposited as an employer contribution to a 403B account in July of each year:

2019-20	1% of base salary
2020-21	1% of base salary

c. **Salary Increase by Mutual Consent.** The Superintendent/President's salary is considered to be indefinite and subject to ongoing negotiations with the Board. Accordingly, the Board reserves the right to change the Superintendent/President's salary for any year of this Agreement with the written consent of the Superintendent/President. Any adjustment in salary during the term of this Agreement shall be in the form of a written amendment, and shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement. All salary increases shall be approved by the Board in the manner prescribed by law.

d. **Salary Payment Process.** The Superintendent/President's salary shall be payable in twelve (12) approximately equal monthly payments, less all applicable deductions and withholdings required by law or authorized by the Superintendent/President.

e. **Effective Date.** Salary increases shall be effective on any date ordered by the Board. The Superintendent/President's salary is understood to be "indefinite or uncertain;" therefore, the Board reserves the right to grant the Superintendent/President retroactive salary increases notwithstanding anything in the California Constitution that might be interpreted to the contrary.

4. **Doctorate Degree Pay.** In addition to the Superintendent/President's base salary, the District shall pay the current District adopted Doctoral stipend amount as Doctoral Degree pay. Doctoral degree pay shall be paid on a monthly basis in twelve (12) approximately monthly payments.

5. **Automobile Allowance.** The District shall provide to the Superintendent/President a allowance of seven thousand eight hundred dollars (\$7,800.00) per year, payable monthly, for the acquisition, use, maintenance and insurance of an automobile while on District business. Superintendent/President shall be solely responsible for all expenses to use, maintain, operate and insure the automobile. Superintendent/President's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement for travel within Kern County. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

6. **Technology Allowance.** The District shall provide to the Superintendent/President a technology allowance of two thousand four hundred dollars (\$2,400.00) per year for District business. This Technology Allowance will be distributed in twelve (12) equal monthly installments payable along with the Superintendent/President's monthly payroll distribution. The Superintendent/President shall use all Technology Devices in accordance with District policies and legal requirements. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

7. **Housing Allowance.** The District shall provide the Superintendent/President with a housing allowance of ten thousand dollars (\$10,000.00) per year for three (3) fiscal years to allow the Superintendent/President to live in the City of Taft or a location in close proximity to Taft mutually agreeable to the Superintendent/President and the Board. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

8. **Work Year/Vacation.** The Superintendent/President shall be required to render twelve (12) full months of service to the District during each annual period covered by this Agreement, except that the Superintendent/President shall be entitled to twenty-eight (28) days of paid vacation during each fiscal year. Superintendent/President shall be entitled to accumulate a maximum of sixty (60) days of vacation from year-to-year, and, in no event will more than forty-eight (48) vacation days be paid at the termination of employment or conclusion of this Agreement. Upon termination of this Agreement for any reason, accrued but unused vacation, if any, not exceeding forty-eight (48) days, will be paid at Superintendent/President's then current daily rate. Vacation shall be scheduled at a time convenient to the operations of the District. The Superintendent/President's daily rate of pay shall be calculated by dividing the Superintendent/President's base salary by 223 days.

9. **Sick Leave.** Superintendent/President shall accrue one (1) day of sick leave with pay for each full month of service rendered.

10. **Holidays.** Superintendent/President shall be entitled to legal and local holidays subject to the same conditions as are specified for other 12-month administrative employees.

11. **Health Benefits.** The Superintendent/President shall be eligible to participate in the District's health and welfare benefit program on the same terms and conditions, and subject to the same limitations, as the District's management employees, as those benefits, plans, providers and other terms and conditions may change from time-to-time. Thus, the Superintendent/President shall be entitled to receive the same District contribution toward health and welfare benefits and shall pay the same co-pays, premiums, deductibles and other costs as the District's management staff, as those costs and contributions may change from time-to-time. The Superintendent/President shall be responsible for all co-pays, deductibles and other costs in excess of the District's health insurance contribution. No District contribution may be received in cash or used for the purchase of non-District provided benefits.

12. **Expense Reimbursement/ACCCA and Professional Dues.** District shall reimburse Superintendent/President for actual and necessary expenses incurred by Superintendent/President within the course and scope of Superintendent/President's employment (except for expenses paid for by allowances), so long as such expenses are consistent with this Agreement and board policy. Mileage expenses for travel out of Kern County shall be reimbursed at the applicable IRS rate. Other reimbursement entitlements include dues and expenses associated with membership in a service club to be selected by Superintendent/President. District shall also pay, on behalf of Superintendent/President, expenses incurred in Board approved attendance for regional, state or national conferences, seminars, hearings or meetings which are devoted to matters that in Superintendent/President's judgment relate to the benefit and welfare of the District whether or not such expenses exceed allowances provided by District policy. District shall also pay Superintendent/President's expenses and dues for membership in the Association of California Community College Administrators ("ACCCA").

13. **Retiree Health Benefits.** Superintendent/President shall be eligible for a District contribution to retiree health benefits for the Superintendent/President and her eligible dependents upon the Superintendent/President's retirement from the District and her receipt of retirement benefits with CalSTRS on the same terms and conditions as provided to District faculty, as those benefits are described in the collective bargaining agreement between the District and its Faculty Association, as those terms and conditions may change from time-to-time. Since the Superintendent/President's first date of paid service is after May 1, 2016, she shall be required to render twenty (20) years of service to the District before being eligible for a District contribution for five (5) years or until the Superintendent/President attains age 65. All terms and conditions applicable to receipt of retiree health benefits contained in the Faculty Association Agreement shall be applicable to the Superintendent/President.

14. **Tax Deferred Plans.** The District agrees to provide the Superintendent/President with the ability to use an IRS Section 403b or similar tax deferred plan and an IRS Section 125 Cafeteria Plan to the extent that such plans are made available to other management employees. All contributions to such plans will be paid by the Superintendent/President and shall conform to all requirements of law. With the exception referred to in Section 3.b.

15. **Evaluation of Superintendent/President.**

a. **Yearly Evaluation.** The Board shall annually evaluate the performance and working relationship between the Superintendent/President and the Board. This evaluation shall be based on the duties of the position, the job description (if any) and any mutually agreed upon District goals and objectives, which shall be jointly developed by the Superintendent/President and the Board. The Board may conduct more than one (1) formal written evaluation each school year.

b. **Self-Evaluation.** To assist the Board in the evaluation process, the Superintendent/President shall complete a written self-evaluation. This self-evaluation shall include a review of any action plans presented to the Superintendent/President at previous evaluations, and shall include a report to the Board regarding the Superintendent/President's progress on any established goals.

c. **Board Evaluation.** Upon receipt of the self-evaluation, the Board shall evaluate the Superintendent/President. To initiate the evaluation process, the Superintendent/President shall inform each member of the Board in writing of the need for an evaluation. Upon completion, the Board shall meet with and provide a copy of the evaluation report to the Superintendent/President in a closed session Board meeting; however, the Board's failure to evaluate the Superintendent/President shall have no impact upon the term of this Agreement or upon the Superintendent/President's compensation.

d. **Action Plan.** Based upon findings specified in the evaluation report, the Superintendent/President, in collaboration with the Board, will prepare an action plan, if necessary, which will address areas identified as needing clarification, emphasis or improvement. The action plan will be included as an addendum to the evaluation report. If a jointly prepared action plan cannot be agreed upon, the Board, in its sole discretion, shall issue the action plan. The Superintendent/President and the Board shall sign the evaluation report and the action plan. However, failure of the Superintendent/President to sign the evaluation or action plan shall have no legal effect upon the Superintendent/President's duty to implement the evaluation and action plan.

e. **Outside Facilitator.** Whenever it is deemed desirable by the Governing Board, an outside advisor may be mutually selected by the Board and the Superintendent/President to facilitate discussion of the relationship of the Board and Superintendent/President. The outside advisor shall be paid for by District.

f. **Policy.** Neither BP/AP 2435 nor any other Board policy or administrative regulation shall govern the Superintendent/President's evaluation process.

g. **Personnel File.** All documents related to the Superintendent/President shall be placed into the Superintendent/President's personnel file.

16. **Outside Professional Activities.** By prior approval of the Board, Superintendent/President may undertake for consideration outside professional activities in education, including consulting, speaking and writing. Superintendent/President's outside professional activities shall not occur during regular work hours or otherwise interfere with Superintendent/President's ability to satisfactorily perform the duties of the position. Superintendent/President agrees not to use District staff or property in performing these outside activities without prior written approval by the Board. In no case will the District be responsible for any expenses attendant to the performance of such outside activities unless prior Board approval is obtained.

17. **Termination.**

a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board and Superintendent/President.

b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement upon its expiration for any reason and without cause of hearing by providing the Superintendent/President with six (6) months prior notice in accordance with Education Code section 72411 or other applicable provisions of law. Not later than ninety (90) days prior to six (6) month notice deadline, the Superintendent/President shall notify in writing each member of the Governing Board of the provisions of Education Code Section 72411 and of the fact that this Agreement is automatically renewed for a term of the same length as the one completed, under the same terms and conditions and with the same compensation, unless the Governing Board timely gives written notice of non-renewal at least six (6) months prior to expiration.

c. **Termination for Cause.** The Board may terminate Superintendent/President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of a majority of the Board; (4) misconduct or dishonest behavior with regard to Superintendent/President's employment; (5) inability to perform the essential functions of the position with or without reasonable accommodation; or (6) conviction or a "no lo" plea to a crime involving dishonesty, breach of trust, or physical or emotional harm to any person.

Notwithstanding Labor Code section 2924, the parties agree that the determination of cause shall be based on the Board's reasonable belief in the existence of good cause for termination. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement.

If cause exists, the Board shall meet with Superintendent/President and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Superintendent/President disputes the charges, Superintendent/President shall then be entitled to a conference before the Board in closed session. Superintendent/President and the Board shall each have the right to be represented by counsel at their own expense. Superintendent/President shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Superintendent/President believes are relevant to the charges. The conference with the Board

shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Superintendent/President with a written decision. The decision of the Board shall be final.

Superintendent/President's conference before the Board shall be deemed to satisfy Superintendent/President's entitlement to due process of law and shall be Superintendent/President's exclusive right to any conference or hearing otherwise required by law. Superintendent/President waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Superintendent/President's administrative remedies and then authorizes Superintendent/President to contest the Board's determination in a court of competent jurisdiction.

d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon ten (10) calendar day's prior written notice to the Superintendent/President. During this ten (10) day period, the parties shall discuss the Board-Superintendent/President employment relationship. In consideration for the exercise of this right to terminate without cause, the District shall pay to Superintendent/President from the date of termination until the expiration of this Agreement, or for a period of six (6) months, whichever is less, a sum equal to the difference between Superintendent/President's base salary, at the rate in effect during Superintendent/President's last month of service, and the amount which Superintendent/President earns from any other employment related source, whether as an employee, an independent contractor, a consultant or self-employed.

Payments to Superintendent/President shall be made on a monthly basis unless the parties agree in writing otherwise. As a condition of receiving such monthly payments, Superintendent/President shall be obligated to immediately seek other full-time employment in good faith and to notify the District in writing immediately if Superintendent/President earns income from any full-time employment-related source.

For purposes of this Agreement, the term "salary" shall include only Superintendent/President's regular monthly base salary and shall not include the value of any other allowances, reimbursements or benefits or other pay of any sort received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions and shall be treated as compensation for state and federal tax purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalSTRS or PERS retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any CalSTRS or PERS purposes; accordingly, no deductions shall be made for retirement purposes.

Superintendent/President shall also be entitled to the same District-paid health benefits in accordance with the terms of this Agreement until expiration of this Agreement, a period of six (6) months, or until Superintendent/President obtains other employment, whichever occurs first.

If the Superintendent/President is terminated without cause and elects to retire instead of fulfilling Superintendent/President's obligation to seek other employment as set forth above, the parties agree that, effective upon the date of the Superintendent/President's retirement with PERS or CalSTRS, the District's obligations to make all payments described in this paragraph shall end.

The parties agree that any damages to Superintendent/President that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, constitutes reasonable liquidated damages for Superintendent/President, fully compensates Superintendent/President for all tort, contract, and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes Superintendent/President's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

Any such termination shall be in writing and shall specify the effective date of the termination and shall terminate all of the Superintendent/President's employment rights and entitlements with the District. The Superintendent/President shall execute a full release of claims against the District and its officers, agents, and employees as a condition of receipt of the severance payment; otherwise, no severance payment shall be required and termination shall be effective nonetheless.

e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Superintendent/President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Superintendent/President solely upon written notice to Superintendent/President and Superintendent/President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et seq. and as a separate contractual obligation, should the Superintendent/President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/President if the Superintendent/President is convicted of a crime involving an abuse of the office or the position. In addition, if the District funds the criminal defense of the Superintendent/President against charges involving abuse of office or position and the Superintendent/President is then convicted of such charges, the Superintendent/President shall fully reimburse the District all funds expended for the Superintendent/President's criminal defense. The Superintendent/President shall reimburse the District within sixty (60) calendar days of notice of the reimbursement obligation.

g. **Death.** Death of Superintendent/President terminates the Agreement immediately. In such event, all salary and other monetary amounts due to Superintendent/President at the time of death, if any, shall be paid to Superintendent/President's estate unless otherwise declared in writing by Superintendent/President.

h. **Disability of Superintendent/President.** Upon expiration of Superintendent/President's sick leave entitlement and upon written evaluation by a licensed physician agreed upon by the Parties indicating the inability of Superintendent/President to perform the essential functions of the position, with or without reasonable accommodation pursuant to applicable California and Federal law, as a result of a physical or mental disability, this Agreement may be immediately terminated by the Board upon written notice to Superintendent/President.

i. **Resignation of Superintendent/President.** Superintendent/President may resign employment with the District at any time with at least ninety (90) days advance written notice to the Board, unless the parties agree otherwise.

18. **Mediation.** The Superintendent/President and Board agree to make a good faith effort to settle any dispute that arises under this Agreement through discussion and negotiations. If the dispute is not resolved within thirty (30) days, the dispute shall be mediated unless the parties agree otherwise in writing. Both parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. If the parties cannot agree on a mediator, the mediator shall be appointed by the State Conciliation and Mediation Service or other agreeable mediation service. The mediator's fee, if any, shall be paid by the District. Each party shall bear its own attorney fees and costs. Any mediator selected by the parties shall have expertise in the area of the dispute and be knowledgeable in the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, shall not be binding on the parties. Mediation pursuant to this provision shall be private and confidential. Only the parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115 et seq. and shall sign an agreement to that effect.

19. **Management Hours.** It is understood by Superintendent/President and District that the demands of the position of Superintendent/President require more than eight (8) hours a day and/or forty (40) hours per work week. Superintendent/President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day and/or forty (40) hours per week.

20. **Examination.** Superintendent/President agrees to have an examination by a District-appointed physician when requested by the Board. Any expense beyond that paid by District insurance will be borne by the District. The purpose of the examination is to determine Superintendent/President's fitness for service. The physician's report will be sent to the Board President and to Superintendent/President and shall be treated as confidential information.

Superintendent/President agrees to execute any necessary medical releases or other documents requested by the District to facilitate this fitness for duty examination.

21. **Position Designation.** Superintendent/President is an academic employee as defined in Education Code Section 87001(a), an educational administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

22. **Retreat Rights.** If Superintendent/President is released, Superintendent/President shall have retreat rights to a faculty position only to the extent such rights are granted by law. (See, for example, Education code section 87458).

23. **Reassignment.** During the term of this Agreement, Superintendent/President may be assigned or reassigned to any other duties or positions for which the Superintendent/President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

24. **Notification of Absence.** If Superintendent/President plans on being absent from the District more than three (3) continuous days, Superintendent/President shall provide written notification to the Board President in advance.

25. **Annual Reporting Requirements.** Superintendent/President shall report to the Board in writing on an annual basis Superintendent/President's use of sick leave and other leave benefits.

26. **Governing Law.** The laws of the State of California shall govern this Agreement. For state court actions, venue shall be in Kern County, California. For federal court actions, venue shall be in the appropriate federal district court.

27. **Tax/Retirement Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement including, but not limited to, payments made for retiree health benefits, annuities, life insurance, allowances, automobile expenses, supplemental retirement plans or other benefits of any nature provided to Superintendent/President or any designated beneficiaries, heirs, administrators, executors, successors or assigns of Superintendent/President. Superintendent/President shall assume sole liability and responsibility for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Superintendent/President further declares that prior to signing this Agreement Superintendent/President apprised herself of relevant data and received independent advice and counsel regarding the state and federal tax and the retirement consequences of this Agreement.

28. **Notice of Finalist in Search.** Superintendent/President shall immediately notify the Board in writing should she become a finalist in the selection process for another position with any other community college district or other employer.

29. **Integration.** This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.
30. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.
31. **Exclusivity.** To the extent permitted by law, the Parties agree that the employment relationship between the District and Superintendent shall be governed exclusively by the provisions of this Agreement, and not Board Policies, regulations, practice, or other agreements unless such board policies, regulations or agreements are expressly incorporated into this Agreement.
32. **Modification.** No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.
33. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
34. **Headings.** The headings of sections of this Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of this Agreement.
35. **Further Assurances.** Each of the parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent and agreements of the parties.
36. **Assignment.** Superintendent/President may not assign or transfer any rights granted or obligations assumed under this Agreement.
37. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
38. **Indemnity.** The District agrees to indemnify Superintendent/President to the extent required by law under Government Code sections 825, 995, and other applicable provisions of law.
39. **Independent Representation.** Superintendent/President and the Board each recognize that in entering into this Agreement, the parties have relied upon the advice only of their own attorneys or other representatives, and that the terms of this Agreement have been completely

read and explained to them by their attorneys or representatives, and that those terms are fully understood and voluntarily accepted.

- 40. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the governing board as required by law.
- 41. **Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- 42. **Execution of Other Documents.** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- 43. **Public Record.** The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

This Agreement was executed on _____.

**BOARD OF TRUSTEES OF THE WEST KERN COMMUNITY COLLEGE DISTRICT,
COUNTY OF KERN, CALIFORNIA**

Dawn Cole, President

Emmanuel Campos, Secretary

Dr. Kathy Orrin, Member

Billy White, Member

Michael Long, Member

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I understand that the District is relying upon information provided by me during the application process in extending this offer of employment. By signing below, I represent that I have not provided the District with any false information or made any material misrepresentation during the job application process. I agree that false, incomplete, or misleading statements or omissions made during the job application process constitute dishonesty and breach of this Agreement and are grounds for termination of this Agreement for cause.

I have not entered into a contract of employment with the governing board of another school or community college district or any other employer that will in any way conflict with the terms of this Agreement.

Dated: July __, 2019

Dr. Debra Daniels
Superintendent/President

Date: July 2, 2019

Submitted by: Heather del Rosario, Executive Director of Human Resources

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Ratification

Board Meeting Date: July 10, 2019

Title of Board Item:

Second Presentation – Tentative Agreement with the Taft College Faculty Association (TCFA) revising Club Advisor Stipends.

Background:

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding increasing the number of club advisor stipends from a maximum of 8 per year to a maximum of 11 per year. The parties have agreed to revised section 7.3.7 – Club Advisor Stipends – in the current collective bargaining agreement to read as follows:

7.3.7 Club Advisor Stipends: One (1) full-time or adjunct faculty member per club, up to a maximum of eleven (11) clubs, excluding ASB, PTK, and SADHA, will be compensated in the amount listed on Appendix B-1, Page 2 of the Faculty Salary Schedule per academic year utilizing the process as described in the Faculty Handbook.

Terms (if applicable):

An implementation date of July 1, 2019.

Expense (if applicable):

\$1,741.33/year per club advisor up to a maximum of eleven club advisors.

Fiscal Impact Including Source of Funds (if applicable):

Approved: 
Dr. Debra Daniels, Superintendent/President

Tentative Agreement Between
Taft College Faculty Association (TCFA/CTA/NEA)
And
West Kern Community College District

CLUB ADVISOR STIPENDS

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding updating Club Advisor Stipends in the Faculty Collective Bargaining Agreement and Salary Schedule, Appendix B-1, Page 2.

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective July 1, 2019, each fall the Human Resources Department will post an internal announcement for a maximum of eleven (11) club advisor stipends in the amount listed on Appendix B-1, Page 2 of the Faculty Salary Schedule per academic year. Interested faculty or adjunct faculty will submit verification that their club has been approved by the ASB or is in the process of being approved. They will also submit the “New Club Information” and “Advisor Consent Form”. A selection committee consisting of the VP of Student Services, ASB Coordinator and two (2) faculty members designated by the Academic Senate will review the submissions and select a maximum of eleven (11) club advisors to receive stipends for the academic year. The parties further agree to include this new club process and forms in the Faculty Handbook as appropriate.
3. The parties further agree Article 7, Compensation, Section 7.3.7 of the collective bargaining agreement (“CBA”) will be revised to reflect the change. The section shall read as follows:

7.3.7 Club Advisor Stipends: One (1) full-time or adjunct faculty member per club, up to a maximum of eleven (11) clubs, excluding ASB, PTK, and SADHA, will be compensated in the amount listed on Appendix B-1, Page 2 of the Faculty Salary Schedule per academic year utilizing the process as described in the Faculty Handbook.
4. The parties further agree to update the Faculty Salary Schedule, Appendix B-1, Page 2 of the CBA as appropriate.

Club Advisor Stipend TA – June 2019

5. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
6. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

Dawn Cole, President
Board of Trustees
West Kern Community College District

Diane Jones, President
Taft College Faculty Association/CTA/NEA

Dated: July _____, 2019

Dated: July _____, 2019

Board Approval:

First Presentation: June 5, 2019

Second Presentation/Approval: July 10, 2019

Date: July 2, 2019

Submitted by: Heather del Rosario, Executive Director of Human Resources

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Ratification

Board Meeting Date: July 10, 2019

Title of Board Item:

Second Presentation – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 6.9, Campus Security Video Monitoring and Surveillance Technology, to the Faculty Collective Bargaining Agreement.

Background:

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding the language and intent of the security camera policy. The parties have agreed to add Article 6.9, Campus Security Video Monitoring and Surveillance Technology, to the current collective bargaining agreement to read as follows:

6.9 Campus Security Video Monitoring and Surveillance Technology

Video monitoring will not be used to view or record workstations, including private offices, desks or cubicles, classrooms, or rooms where students, staff and/or faculty commonly work, study, or hold discussions, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Video and access control security records will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or as a timekeeping record. However, the District may use such records in support of disciplinary proceedings against faculty, staff, or student(s), in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit. The Director of Campus Security or an authorized District administrator shall only perform review of video records, with a good faith reason for review.

Security cameras will not be monitored in real time with the exception of those located in the Campus Safety and Security office; as an immediate response to the report of criminal activity on campus; suspicious behavior or in the course of an ongoing investigation of criminal activity. Cameras shall only be reviewed and monitored by the Director of Campus Security or an authorized District administrator with a good faith reason for the review.

Information obtained in violation of the District's campus security camera policy may not be used in a disciplinary proceeding (with the exception of alleged criminal activity) against a faculty member.

It is not the intent of the policy to use security cameras for the monitoring of faculty or employees for disciplinary purposes, performance evaluations, or corrective action.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of proposed installation of new cameras. The Faculty Association will notify the Administration within 10 days if they believe the new cameras are not in compliance with the campus security camera policy prior to the cameras being activated.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of any proposed changes to the campus security camera policy or if any new security or surveillance technology is to be installed or activated by the District.

Terms (if applicable):

An implementation date of July 1, 2019.

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: Debra Daniels
Dr. Debra Daniels, Superintendent/President

Tentative Agreement Between
Taft College Faculty Association (TCFA/CTA/NEA)
And
West Kern Community College District

CAMPUS SECURITY VIDEO MONITORING AND SURVEILLANCE TECHNOLOGY

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the addition of Article 6.9 Campus Security Video Monitoring and Surveillance Technology policy to the Faculty Collective Bargaining Agreement.

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective July 1, 2019, Article 6.9, Security Video Monitoring and Surveillance Technology, shall be added to the Faculty Collective Bargaining agreement. The language for Article 6.9 is attached as Exhibit 1.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

Dawn Cole, President
Board of Trustees
West Kern Community College District

Diane Jones, President
Taft College Faculty Association/CTA/NEA

Dated: July _____, 2019

Dated: July _____, 2019

Board Approval:

First Presentation: June 5, 2019
Second Presentation/Approval: July 10, 2019

Exhibit 1

6.9 Campus Security Video Monitoring and Surveillance Technology

Video monitoring will not be used to view or record workstations, including private offices, desks or cubicles, classrooms, or rooms where students, staff and/or faculty commonly work, study, or hold discussions, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Video and access control security records will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or as a timekeeping record. However, the District may use such records in support of disciplinary proceedings against faculty, staff, or student(s), in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit. The Director of Campus Security or an authorized District administrator shall only perform review of video records, with a good faith reason for review.

Security cameras will not be monitored in real time with the exception of those located in the Campus Safety and Security office; as an immediate response to the report of criminal activity on campus; suspicious behavior or in the course of an ongoing investigation of criminal activity. Cameras shall only be reviewed and monitored by the Director of Campus Security or an authorized District administrator with a good faith reason for the review.

Information obtained in violation of the District's campus security camera policy may not be used in a disciplinary proceeding (with the exception of alleged criminal activity) against a faculty member. It is not the intent of the policy to use security cameras for the monitoring of faculty or employees for disciplinary purposes, performance evaluations, or corrective action.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of proposed installation of new cameras. The Faculty Association will notify the Administration within 10 days if they believe the new cameras are not in compliance with the campus security camera policy prior to the cameras being activated.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of any proposed changes to the campus security camera policy or if any new security or surveillance technology is to be installed or activated by the District.

Date: July 2, 2019
Submitted by: Heather del Rosario, Executive Director of Human Resources
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: June 5, 2019

Title of Board Item:

Second Presentation – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the revision of Article 6.8, Faculty Evaluation Process, to the Faculty Collective Bargaining Agreement.

Background:

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding the language of the faculty evaluation process. The parties have agreed to revise Article 6.8, Faculty Evaluation Process, of the current collective bargaining agreement as attached in Exhibit 2.

Terms (if applicable):

An implementation date of August 1, 2019.

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Dr. Debra Daniels, Superintendent/President

Tentative Agreement Between
Taft College Faculty Association (TCFA/CTA/NEA)
And
West Kern Community College District

FACULTY EVALUATION PROCESS

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the revision of Article 6.8, Faculty Evaluation Process, of the Faculty Collective Bargaining Agreement.

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective August 1, 2019, Article 6.8, Faculty Evaluation Process, shall be revised in the Faculty Collective Bargaining agreement. The language for Article 6.8 is attached as Exhibit 2.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

Dawn Cole, President
Board of Trustees
West Kern Community College District

Diane Jones, President
Taft College Faculty Association/CTA/NEA

Dated: July _____, 2019

Dated: July _____, 2019

Board Approval:

First Presentation: June 5, 2019
Second Presentation/Approval: July 10, 2019

EXHIBIT 2

6.8 Faculty Evaluation Process

The Faculty evaluation processes should be a collegial and positive opportunity for professional and personal development in order to promote excellence in instruction and service to students.

6.8.1 Procedure for Evaluation of Contract Faculty

Tenure track contract faculty members shall be evaluated annually during the first four years of employment. Non-tenure track contract faculty members shall be evaluated annually for duration of employment. Every contract faculty member will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances. Spring evaluations will only take place with prior approval by the Supervising Administrator.

The evaluation process document will be prepared and distributed to the Contract Faculty Member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include: (see timeline)

1. Curriculum Packet (if applicable)
2. Peer and Supervising Administrator observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Self evaluation
6. Peer evaluation
7. Supervising Administrator evaluation

Teaching Faculty	Non-Teaching Faculty Non-Counselor	Non-Teaching Faculty Counselor
Curriculum Packet		
Peer and Supervising Administrator Observations	Peer and Supervising Administrator Observations	Peer and Supervising Administrator Observations
Director of Distance Learning observation (if applicable)		
Student Evaluations		Student Evaluations
Self Evaluation	Self Evaluation	Self Evaluation
Peer Evaluation	Peer Evaluation	Peer Evaluation
Supervising Administrator Evaluation	Supervising Administrator Evaluation	Supervising Administrator Evaluation

Curriculum Packet

A teaching contract faculty member shall submit a complete curriculum packet to the

[Type here]

EXHIBIT 2

Supervising Administrator and to the Division Chair for peer committee review and evaluation by the end of the 7th week of the fall semester, or for spring evaluations, by the end of the 2nd week of the spring semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e. test or quiz

Peer and Supervising Administrator Observation Process

A peer evaluation committee shall be determined by the end of the 7th week of the fall semester of each academic year. The Division Chair shall determine a peer evaluation committee consisting of the Division Chair and at least 2 faculty members for contract faculty members.

The Supervising Administrator (Superintendent/President and Vice Presidents) and each member of the peer evaluation committee shall conduct a classroom and/or workplace observation of at least one of the contract faculty members' sessions within the 8th to 16th weeks of the fall semester or, for spring evaluations, on or before the last day of the 5th week of the spring semester.

The Supervising Administrator and each peer evaluation committee member shall meet with the contract faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting. The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7th week of the spring semester.

Director of Distance Learning Observation

The Director of Distance Learning shall contact the contract faculty member by the end of the 7th week of the fall semester or, for spring evaluations, by the end of the 1st week of the spring semester to determine which distance learning course the contract faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8th to 16th weeks of the fall semester or, for spring evaluations, within the 2nd to 5th weeks of the spring semester.

The Director of Distance Learning shall meet with the contract faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16th week of the fall semester or, for spring evaluations, on or before the Friday of the 5th week of the spring semester.

EXHIBIT 2

Student Evaluations

Teaching Faculty

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the teaching contract faculty member teaches during the semester by the end of the 9th week of the fall semester, or for spring evaluations, by the end of the 1st week of the spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the teaching contract faculty member teaches during the semester by the end of the 9th week of the fall semester, or for spring evaluations, by the end of the 1st week of the spring semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13th week of the fall semester, or for spring evaluations, on or before the Friday of the 5th week of the spring semester.

The HRD will notify the teaching contract faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the contract faculty member's responsibility to ensure that student evaluations are completed in the applicable format.

For each face-to-face section taught by a contract faculty member, a person other than that contract faculty member will administer the evaluation instrument on or before the Friday of the 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester. Exceptions may include but not be limited to short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester.

Instructions Attached to the Face-to-Face Student Evaluation Packets

Instructions for Faculty Member:

- 1. The enclosed evaluations are to be completed by the Friday of the 13th week of the fall semester.*
- 2. Please select a student to supervise the Instructor and Course evaluation process.*
- 3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.*

Instructions for Student Supervisor:

- 1. Distribute an evaluation form to each student in the class.*
- 2. Read the following instructions to the class aloud:*

"In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record's Office."

EXHIBIT 2

3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.

For each distance learning section taught by the contract faculty member, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before the Friday of the 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester.

Non-Teaching Faculty Non-Counselor

(student evaluations not applicable)

Non-Teaching Faculty Counselor

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1st week of the fall or spring semester for dissemination between the 1st through 13th weeks of the fall semester or for spring evaluations between the 1st and 5th weeks of the spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each faculty member. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the contract faculty member once final grades are submitted.

Self Evaluation

Faculty members must complete a self-evaluation for each area of contract responsibility. The self-evaluation will include a written evaluation to address areas outlined in the teaching and non-teaching faculty self-evaluation guidelines. The self-evaluation is due to the Supervising Administrator and to the Division Chair for peer committee review on or before the 1st day of the 2nd week of the January in-service for the fall semester, or for spring evaluations, on or before the Friday of the 6th week of the spring semester.

Peer Evaluation

The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7th week of the spring semester.

[Type here]

EXHIBIT 2**Supervising Administrator Evaluation**

After the Supervising Administrator (Superintendent/President and Vice Presidents) reviews the Peer Evaluation Committee's recommendation and documentation, an appointment will be arranged by the office of the Supervising Administrator to discuss the evaluation with the contract faculty member on or before the last Friday of January for the fall semester or, on or before the Friday of the 7th week of the spring semester. The Supervising Administrator's recommendation for retention, retention with qualification or non-retention to the Superintendent/President and supporting documentation is due to the Human Resources Department on or before the last Friday of January for the fall semester or, for spring evaluations, on or before the Friday of the 7th week of the spring semester.

In the event the evaluation yields retention with qualification, the Peer Evaluation Committee and Supervising Administrator, in coordination with the Human Resources Department, will outline the areas of concern in a separate document by the end of March and progress will be addressed in the next evaluation.

Contract Faculty Evaluation Timeline Fall Semester	
Document	Deadline
Curriculum Packet (if applicable)	End of the 7 th week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 8 th to 16 th weeks of the semester
Distance Learning Observation (if applicable)	Within the 8 th to 16 th weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 9 th week of the semester; Student completion within the 10 th to 13 th weeks of the semester For counselors HRD disseminates within the 1 st to 13 th weeks of the semester; Student completion by end of the 13 th week
Self Evaluation	On or before the 1 st day of the 2 nd week of the Jan. in-service to the Division Chair and Supervising Administrator
Peer Evaluations	On or before the Friday of the 2 nd week of the Jan. in-service to the Supervising Administrator
Supervising Administrator Evaluations	On or before the last Friday in January to the Human Resources Department

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EXHIBIT 2

Contract Faculty Evaluation Timeline Spring Semester	
Document	Deadline
Curriculum Packet (if applicable)	End of the 2 nd week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 2 nd to 5 th weeks of the semester
Distance Learning Observation (if applicable)	Within the 2 nd to 5 th weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 1 st week of semester; Student completion within the 2 nd to 5 th weeks of the semester For counselors HRD disseminates within the 1 st to 5 th weeks of the semester; Student completion by end of the 5 th week
Self Evaluation	On or before the Friday of the 6 th week to the Division Chair and Supervising Administrator
Peer Evaluations	On or before the Wednesday of the 7 th week to the Supervising Administrator
Supervising Administrator Evaluations	On or before the Friday of the 7 th week to the Human Resources Department

6.8.2 Procedure for Evaluation of Tenured Faculty

Tenured faculty members (professors) shall be evaluated every third year upon attaining tenure. Each professor will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances.

The evaluation process document will be prepared and distributed to the professor, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluations shall include:

1. Student evaluations (if applicable)
2. Self evaluation
3. Peer Evaluation and Statement of Compliance
4. Supervising Administrator Evaluation Meeting

Tenured Faculty (Professor)

[Type here]

EXHIBIT 2

Student Evaluations (if applicable)
Self Evaluation
Peer Evaluation and Statement of Compliance
Supervising Administrator Evaluation Meeting

Student Evaluations

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the professor teaches during the semester by the end of the 9th week of the fall semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the professor teaches during the semester by the end of the 9th week of the fall semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13th week of the fall semester. The HRD will notify the professor of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the professor's responsibility to ensure that student evaluations are completed in the applicable format.

For each face-to-face section taught by the professor, a person other than that professor will administer the evaluation instrument on or before Friday of the 13th week of the fall semester. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13th week of the fall semester. For each online section taught by the professor, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before Friday of the 13th week of the fall semester.

Instructions Attached to the Face-to-Face Student Evaluation Packets

Instructions for Faculty Member:

- 1. The enclosed evaluations are to be completed by the Friday of the 13th week of the fall semester.*
- 2. Please select a student to supervise the Instructor and Course evaluation process.*
- 3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.*

Instructions for Student Supervisor:

- 1. Distribute an evaluation form to each student in the class.*
- 2. Read the following instructions to the class aloud:*

"In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record's Office."

[Type here]

EXHIBIT 2

3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.

Non-Teaching Faculty Non-Counselor

(student evaluations not applicable)

Non-Teaching Faculty Counselor

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1st week of the fall semester for dissemination between the 1st through 13th weeks of the fall semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each professor. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the professor once final grades are submitted.

Self Evaluation

A professor shall submit a complete self-evaluation packet to the Supervising Administrator on or before the 2nd Friday in March. A complete self-evaluation packet consists of a written evaluation indicating strengths and areas of improvement. The self-evaluation will include a written evaluation to address the four general areas outlined below:

Teaching Faculty	Non-Teaching Faculty
Subject Matter	Accomplishments
Methodology	Professional Development
Professional Relations	Professional Relations
Growth Plan	Growth Plan

Peer Evaluation and Statement of Compliance

A professor shall select 3 peer committee members of their choice. Each peer committee member reviews the professor's self-evaluation materials and provides feedback to the professor and signs the Statement of Compliance form on or before the first Friday in March

Supervising Administrator Evaluation Meeting

After the Supervising Administrator reviews the professor's evaluation materials, an appointment will be arranged by the office of the Supervising Administrator to discuss the

[Type here]

EXHIBIT 2

evaluation with the tenured faculty member on or before the 3rd Friday in May. The Supervising Administrator shall complete their portion of the Statement of Compliance form and send with supporting documentation to the Human Resources Department on or before the last Friday in May.

Tenured Faculty Evaluation Timeline Fall Semester	
Document	Deadline
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 9 th week of semester; Student completion within the 10 th to 13 th weeks of the semester For counselors HRD disseminates within the 1 st to 13 th weeks of the semester; Student completion by end of the 13 th week
Peer Evaluation and Statement of Compliance	On or before the first Friday of March
Self Evaluation	On or before the 2 nd Friday of March to the Supervising Administrator
Supervising Administrator Evaluation	On or before the 3 rd Friday in May to the Human Resources Department

6.8.3 Procedure for Evaluation of Adjunct Faculty

Adjunct Faculty members shall be evaluated for a minimum of one class section per discipline for the first two semesters of teaching. From the third semester onward, if any *new* disciplines are taught, the Adjunct Faculty member shall be evaluated a minimum of one class section per discipline. After the first two semesters, the Adjunct Faculty member shall be evaluated a minimum of once every third calendar year of teaching.

Adjunct Counselors shall be evaluated for a minimum of one counseling session for the first two semesters of counseling. From the third semester onward, if working in a new or different program, the Adjunct Counselor shall be evaluated a minimum of one counseling session in the new or different program. After the first two semesters, the Adjunct Counselor shall be evaluated a minimum of once every third calendar year for the duration of employment.

[Type here]

EXHIBIT 2

The evaluation process document will be prepared and distributed to the Adjunct Faculty member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall or spring in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include:

1. Curriculum Packet (if applicable)
2. Division Chair (or designee) and Supervising Administrator (or designee) observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Division Chair (or designee) evaluation and Division Chair recommendation
6. Supervising Administrator (or designee) evaluation and Supervising Administrator recommendation

Teaching Adjunct Faculty	Non-Teaching Adjunct Counselor
Curriculum Packet	
Division Chair (or designee) and Supervising Administrator (or designee) Observations	Division Chair (or designee) and Supervising Administrator (or designee) Observations
Director of Distance Learning Observation (if applicable)	
Student Evaluations	Student Evaluations
Division Chair (or designee) Evaluation and Division Chair Recommendation	Division Chair (or designee) Evaluation and Division Chair Recommendation
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation

Curriculum Packet

A teaching Adjunct Faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for review and evaluation by the end of the 7th week of the semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson

[Type here]

EXHIBIT 2

- c. sample assignment
- d. sample assessment i.e. test or quiz

Division Chair (or designee) and Supervising Administrator (or designee) Observation Process

The Supervising Administrator (or designee) and Division Chair (or designee) shall conduct a classroom and/or workplace observation of at least one of the Adjunct Faculty member's sessions within the 8th to 16th weeks of the fall or spring semester. The Supervising Administrator (or designee) and Division Chair (or designee) shall meet with the Adjunct Faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting.

Director of Distance Learning Observation

The Director of Distance Learning shall contact the Adjunct Faculty member by the end of the 7th week of the fall or spring semester to determine which distance learning course the Adjunct Faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8th to 16th weeks of the fall or spring semesters.

The Director of Distance Learning shall meet with the Adjunct Faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16th week of the fall or spring semester.

Student Evaluations

Adjunct Faculty Teaching

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the Adjunct Faculty member teaches during the semester by the end of the 9th week of the fall or spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the Adjunct Faculty member teaches during the semester by the end of the 9th week of the fall or spring semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13th week of the fall or spring semester.

The HRD will notify the Adjunct Faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the Adjunct Faculty member's responsibility to ensure that student evaluations are completed in the applicable format.

For each face-to-face section taught by a Adjunct Faculty member, a person other than that Adjunct Faculty member will administer the evaluation instrument on or before the Friday of the 13th week of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall or spring semester.

[Type here]

EXHIBIT 2

Instructions Attached to the Face-to-Face Student Evaluation Packets

Instructions for Faculty Member:

1. *The enclosed evaluations are to be completed by the Friday of the 13th week of the fall semester.*
2. *Please select a student to supervise the Instructor and Course evaluation process.*
3. *Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.*

Instructions for Student Supervisor:

1. *Distribute an evaluation form to each student in the class.*
2. *Read the following instructions to the class aloud:*

"In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record's Office."

3. *Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.*

For each distance learning section taught by the Adjunct Faculty member, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before the Friday of the 13th week of the fall or spring semester.

Adjunct Faculty Counselors

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1st week of the fall or spring semester for dissemination between the 1st through 13th weeks of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall or spring semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each Adjunct Faculty member. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the Adjunct Faculty member once final grades are submitted.

Division Chair (or designee) Evaluation and Division Chair Recommendation

The peer evaluation form, from the Division Chair (or designee), is due to the Supervising Administrator on or before the Friday of the 16th week of the fall or spring

EXHIBIT 2

semester. The Division Chair recommendation memo, is due to the Supervising Administrator on or before the Friday of the 16th week of the fall or spring semester.

Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation

The Supervising Administrator reviews the observation documents and Division Chair recommendation memo and then makes a recommendation for eligible for re-employment, eligible for re-employment with qualification, or not eligible for re-employment. The Supervising Administrators recommendation and supporting documents are due to the Human Resources Department on or before the Friday of the 17th week of the fall or spring semesters.

Adjunct Faculty Evaluation Timeline Fall Semester	
Document	Deadline
Curriculum Packet (if applicable)	End of the 7 th week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 3 rd to 7 th weeks of the semester for short-term classes Within the 8 th to 16 th weeks of the semester
Distance Learning Observation (if applicable)	Within the 3 rd to 7 th weeks of the semester for short-term classes Within the 8 th to 16 th weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 3 rd week of semester; Student completion within the 4 th to 8 th weeks of the semester for short-term classes HRD & DL disseminate by end of the 9 th week of semester; Student completion within the 10 th to 13 th weeks of the semester For counselors HRD disseminates within the 1 st to 13 th weeks of the semester; Student completion by end of the 13 th week
Division Chair (or designee) Evaluation Division Chair Recommendation	On or before the Friday of the 16 th week of the semester to the Supervising Administrator
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	On or before the Friday of the 17 th week of the semester to the Human Resources Department

[Type here]

EXHIBIT 2

Adjunct Faculty Evaluation Timeline Spring Semester	
Document	Deadline
Curriculum Packet (if applicable)	End of the 7 th week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 3 rd to 7 th weeks of the semester for short-term classes Within the 8 th to 16 th weeks of the semester
Distance Learning Observation (if applicable)	Within the 3 rd to 7 th weeks of the semester for short-term classes Within the 8 th to 16 th weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 3 rd week of semester; Student completion within the 4 th to 8 th weeks of the semester for short-term classes HRD & DL disseminate by end of the 9 th week of semester; Student completion within the 10 th to 13 th weeks of the semester For counselors HRD disseminates within the 1 st to 13 th weeks of the semester; Student completion by end of the 13 th week
Division Chair (or designee) Evaluation Division Chair Recommendation	On or before the Friday of the 16 th week of the semester to the Supervising Administrator
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	On or before the Friday of the 17 th week of the semester to the Human Resources Department

Appeal Process

If any Faculty members under sections 6.8.1-6.8.3 believe that the evaluation process has been violated, he/she may file a grievance pursuant to article 8.2 of the collective bargaining agreement.

[Type here]

Date: July 2, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Information Item

Board Meeting Date: July 10, 2019

Title of Board Item:

2nd Reading - BP #3502 - Campus Security Cameras

Background:

Board Policy #3502 is a local policy that we are recommending for approval. The draft language was reviewed and recommended for approval by the Campus Safety and Security committee. This policy will outline protocol for the continued use of the security cameras placed on campus.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____


Dr. Debra Daniels, Superintendent/President

BP 3502 Campus Security Cameras

Reference:

*Education Code 67380(a)(4), 34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard III.B.1*

The Board is committed to providing a college environment that promotes the safety of students, employees, and visitors to college campus grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Board believes reasonable use of safety cameras will help the District achieve its goals for campus security. To that end, the Superintendent/President or designee shall identify appropriate locations for the placement of safety cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy.

See Administrative Procedures AP 3502

Date: July 1, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Information Item

Board Meeting Date: July 10, 2019

Title of Board Item:

Annual list of Board Policies and Administrative Procedures Action for 2018-19

Background:

The purpose of this document is to inform which Board Policies and Administrative Procedures have been reviewed, revised and implemented on campus and posted onto our Taft College website.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: 
Dr. Debra Daniels, Superintendent/President

West Kern Community College District
 Administrative Procedures and Board Policies
 Reviewed, Revised, and Implemented
 7/1/18 through 6/30/19

Administrative Procedures		
Number	Title	Implemented
AP 2712	Conflict of Interest Code – Appendix A	6/28/18
AP 3420	Equal Employment Opportunity	10/8/18
AP 3505	Emergency Response Plan	5/2/19
AP 3518	Child Abuse Reporting	1/15/19
AP 3560	Alcoholic Beverages	1/16/19
AP 4021	Program Discontinuance	1/11/19
AP 4110	Honorary Degrees	1/16/19
AP 4220	Standards of Scholarship	1/16/19
AP 4225	Course Repetition	8/6/18
AP 4227	Repeatable Course	8/30/18
AP 4230	Grading Symbols	1/16/19
AP 4236	Advanced Placement Credit	8/30/18
AP 4240	Academic Renewal	7/25/18
AP 4250	Probation	1/28/19
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Adults	7/25/18
AP 5013	Students in the Military	1/15/19
AP 5015	Residence Determination	1/15/19
AP 5030	Fees	5/2/19
AP 5055	Enrollment Priorities	5/2/19
AP 5040	Student Records, Directory Information, and Privacy	7/25/18
AP 5075	Course Adds and Drops	5/2/19
AP 5130	Financial Aid	5/2/19
AP 6850	Hazardous Materials	7/25/18
AP 7250	Administrator Retreat Rights	5/9/19
AP 7400	Travel	8/13/18
Board Policies		
Number	Title	Implemented
BP 3410	Nondiscrimination	7/11/18
BP 3518	Child Abuse Reporting	1/15/19
BP 5010	Admissions and Concurrent Enrollment	7/25/18
BP 6340	Bids and Contracts	7/25/18
BP 6800	Safety	8/6/18
BP 7250	Educational Administrators	5/9/19
BP 7310	Nepotism	1/15/19

Date: July 2, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 10, 2019

Title of Board Item:

2019-20 Contract Education Agreement between WESTEC and WKCCD

Background:

This is a continuation of the current agreement with Westside Energy Services Training and Education Center (WESTEC). In the 2018-19 academic year, our partnership with WESTEC generated full-time equivalent students (FTES) and helped us achieve our goals while meeting the needs of students and employers.

Terms (if applicable):

July 1, 2019 – June 30, 2020

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The college contracts with WESTEC for programs listed in the agreement for 300-400 FTES per year. The cost and revenue outlined with this agreement are reflected in the 2019-20 budget.

Approved: 
Dr. Debra Daniels, Superintendent/President

**WESTEC/WKCCD
2019-2020 CONTRACT EDUCATION AGREEMENT**

THIS AGREEMENT is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD") and WESTSIDE ENERGY SERVICES TRAINING AND EDUCATION CENTER ("WESTEC").

1. Authority, Purpose and Scope

This Agreement is entered into pursuant to Education Code Section 78020, et seq., and relates to the provision of instruction and other services by WKCCD and WESTEC from July 1, 2019 to June 30, 2020.

2. Instructional Programs and Classes to be Provided

WESTEC will provide credit instruction and related services for each of the following WKCCD programs and classes:

- a. Occupational Safety and Health (OSH) program
- b. Criminal Justice Administration (CJA) program
- c. Court Reporting program
- d. Petroleum Technology program (including related Safety programs)
- e. Any other mutually agreed upon classes

3. Services and Service Locations

For each of these programs and agreed upon classes:

- a. WESTEC will provide the services of qualified instructors to teach specified courses offered by WKCCD, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college credit to students enrolled in these classes.
- b. WKCCD will provide all instructors with a copy of the Faculty Handbook that outlines instructional processes, such as evaluations, curriculum development activities, departmental meetings, program reviews, student learning outcomes (SLO) and assessments, and guest speaker procedures. WESTEC will ensure all processes and procedures are followed and completed as outlined in the Faculty Handbook.
- c. WKCCD will provide administrative and academic supervision for instruction carried out by WESTEC employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes.
- d. The services specified above will be provided at the WKCCD facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

4. Costs and Reimbursements

- a. WKCCD will reimburse WESTEC at a rate of \$6.83 per contact hour generated by enrollment under this agreement, less enrollment fees. This instructional reimbursement will be within a range of 300-400 FTES for this contract period unless mutually agreed upon. WESTEC will invoice WKCCD weekly for instructional hours completed, and WESTEC will provide WKCCD with weekly enrollment tracking reports and analyses.
- b. WESTEC will pay all other expenses related to operating the facilities, such as water, minor repairs, custodial and non-instructional supplies and equipment.
- c. WESTEC shall notify WKCCD of any or all major repairs needed or health and safety concerns related to grounds and facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

5. Facilities/Equipment Use, Indemnification and Release of Claims

- a. WESTEC will permit WKCCD to use WESTEC owned, leased or loaned equipment when not otherwise in use by WESTEC, subject to the conditions specified below
- b. To the extent permitted by law, each party (WKCCD/WESTEC) mutually agrees to defend, indemnify and hold the other party (WESTEC/WKCCD) harmless against any claims, costs, expenses, attorney fees, lawsuits, judgments or other losses occurring in connection with or in any way incident to its use of the equipment and/or facilities except for liability resulting from gross negligence or willful misconduct of its officers, employees, agents or its independent contractors who are directly employed.
- c. Each party agrees to maintain General Liability in the amount of \$10,000,000 where the other party shall be named as an additional insured party; each party shall provide to the other party a certificate of insurance evidencing the required coverage hereunder.
- d. To the extent permitted by law, each party agrees to release any and all claims, demands, liens, causes of action whether in law or equity it may have at any time against the other party, its agents and/or employees arising for any reason whatsoever out of its use of said equipment and facilities.

6. The addresses for delivery of any notice required under this agreement are as follows:

West Kern Community College District
29 Cougar Court
Taft, CA 93268

Westside Energy Services Training & Education Center
5801 E. Lerdo Hwy
Shafter, CA 93263

Executed in Taft, California on the date shown below:

WKCCD

WESTEC

BY: 

BY: _____

DATE: 7/10/19

DATE: _____

Date: June 19, 2019
Submitted by: Jessica Grimes
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item: Cooperative Work Experience Education (CWEE) Plan (AP 4103)

Background: Since AP 4103 changed as recommended by the Community College League of California, the College updated its plan, which is an annual process. Please see the attached.

Terms (if applicable):
CWEE stands for Cooperative Work Experience Education

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
N/A

Approved: 

Dr. Debra Daniels, Superintendent/President

**California Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Taft College		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Tori Furman

Title: Career Development Counselor

District: West Kern Community College District

Email: tfurman@taftcollege.edu

Phone: (661)763-7967

**California Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**
(§55251)

Date plan approved by local board: _____ (*Please also attach Board minutes or other documentation.*)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

The Cooperative Work Experience (CWE) District Plan was reviewed by the....

**California Community College District
Cooperative Work Experience Education Plan**

(2) Specific description of (§55251):

(a) District responsibilities (§55251):

Background: Title 5 criteria and requirements

District Services. (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Taft College will provide sufficient resources for maintaining on-the-job learning stations, coordinating the program, and supervising students. The College employs a designated Coordinator/Director (Currently Career Development Counselor) who will take primary responsibility for coordinating the CWEE program activities, with support from staff and teaching Faculty.

Duties of the CWEE Coordinator/Director include, but are not limited to planning, implementing, organizing, supervising, and evaluating the CWEE program.

If reasonably possible, "in-person" consultations will be conducted to discuss student's educational growth on the job. Important outcomes occur from the in-person cons. In certain, but limited situations, as defined in guidelines issued by the California Community College Chancellor's Office, the District will substitute approved alternatives to "in-person" consultations with employers/supervisors which may include ConexED Cranium Café webbased meeting or telephone meeting.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(a) District responsibilities

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following::

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

(1) Consultation(s) in person with the employer or designated representative.

(2) Personal consultation(s) with the student.

(3) Evaluation of the student's achievement of the on-the-job learning objectives.

(4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Taft College maintains records of the developed standard written agreement forms as outlined in the above requirements.

The agreement forms are as follows:

1. Student Data Form (Application): Documents basic student information, employer contact information, CWEE course and unit, enrollment, job title, and the number of hours the student expects to work each week.

2. Learning Station Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor, and CWEE Staff or Faculty.

3. Learning Objectives Contract: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and CWEE Staff or Faculty.

4. Consultation Forms: Summary of the in-person consultation of employer/supervisor and of student, completed by CWEE personnel will be signed by appropriate parties and kept on record.

6. Timesheet & Evaluation: The employer/supervisor verifies the number of work hours completed by the student and evaluates their performance in order to validate the number of CWEE units earned.

If the student is a minor, the district will maintain a copy of the student's work permit in the student's file. The District retains the right to change the title and content of the forms and also assures it will continue to comply with the requirements of the District Plan.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(b) Student responsibilities (§55251):

Background: Title 5 criteria and requirements

Student Qualifications. (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

Taft College will comply with the requirements of section 55254, Student Qualifications, and section 55251, District Responsibilities.

The CWEE Handbook and webpage, orientation, and Taft College Faculty/Staff will provide pre-enrollment information and necessary documentation/resources to help students understand the Student Qualifications and their responsibilities for successful completion of the Cooperative Work Experience Course(s).

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.
- (2) Personal consultation(s) with the student.
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

**California Community College District
Cooperative Work Experience Education Plan**

In addition to the information outlined above in section 55251 regarding Employer Responsibilities, the TC CWEE Handbook will provide specific examples of employer responsibilities that align with Title 5 criteria and requirements.

Employer records will be kept by the district. The same agreements identified under "District Responsibility Records" Section of this plan (section 55256):

**California Community College District
Cooperative Work Experience Education Plan**

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer. (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Taft College CWEE Coordinator/Director/Faculty will provide in-person consultation with the employer/superivsor at the job learning station at least once each semester for each student. In those rare circumstances in which the alternatives to consultations in person are used, Taft College will use technology (Conex ED Cranium Café web meeting or telephone meeting), to complete "in-person" consultation to discuss students educational growth on the job.

**California Community College District
Cooperative Work Experience Education Plan**

(d) Other cooperating agencies in the operation of the program, if any. (§55251)

Comments on other cooperating agencies in the operation of the program, if any.

**California Community College District
Cooperative Work Experience Education Plan**

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to fill out the details of the Cooperative Work Experience Education Plan.

California Community College District Cooperative Work Experience Education Plan

(3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- Minor Students in Work Experience
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- Work Experience Education Involving Apprenticeable Occupations. (§55250.5)
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**California Community College District
Cooperative Work Experience Education Plan**

(4) A description of HOW the district will (§55251)

(a) *Provide guidance services* (§55251):

Describe the specifics on how district will achieve this requirement.

To support and guide students interested and enrolled in General and Occupational Work Experience Education:

The CWEE Director/Coordinator and CWEE personnel will work directly with the campus, including Student Services, Office of Instruction, and appropriate Divisions to ensure proper guidance for students enrolling in CWEE.

The CWEE webpage and the CWEE Handbook will provide students, faculty, staff, and community online access to CWEE information, guidance, and resources.

CWEE pre-enrollment meetings are available with CWEE Director/Coordinator and support staff in order to advise students on current CWEE course requirements, enrollment process, policies, procedures, and internship opportunities.

Appointments and electronic resources will be made readily available to students enrolled in CWEE courses to help them be successful in achieving their on-the-job learning objectives.

(b) *Assign a sufficient number of qualified certificated personnel to direct the program* (§55251):

Describe the specifics on how district will achieve this requirement.

California Community College District Cooperative Work Experience Education Plan

Per Title 5, Section 58051(b), the student ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator. In the event that the enrollment exceed 125 students, the district may assign or hire additional qualified faculty to assist, including the option of adjunct faculty to maintain appropriate ratios. In order to assist with record keeping activities, the District will assign staff (classified, temporary, or student workers) to assist with record keeping and student file management requirements.

When assignment a Program Director/Manager, the District will comply with Title 5 Section 53240 Minimum Qualifications which include possession of a master's degree, one year of formal training, internship, or leadership experience reasonably related to the assignment. When assigning coordinator and instructors, the District will follow the Title V section 53146, Minimum Qualifications for Work Experience Instructors or Coordinators, which include any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

California Community College District Cooperative Work Experience Education Plan

(1) Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Work Experience Outside of District. (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

Wages and Workers' Compensation. (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Work Experience Outside of District: The District may provide for the establishment and supervision of CWEE programs providing jobs for students outside of the District. The District may use alternatives to in-person consultations as outlined in Alternative to "In-Person" Consultations, Cooperative Work Experience Education, by Jose Millan, Vice Chancellor Economic Development and Workforce Preparation, dated April 2009, in order to provide work experience opportunities outside of the district.

Wages and Worker's Compensation: The District may provide CWEE to students in part-time jobs, paid, or unpaid internships offered by public or private employers. Students in Federal Work Study are permitted to enroll in Cooperative Work Experience Education. Fed Work Study wages are currently available for on-campus student employment only. The District does not currently provide Federal Work Study restricted wages to off-campus private or public employers. However, the District retains the right to revise its Federal Work Study funding policy. As indicated in section 78249 of Title 5, the District shall be considered the employer of UNPAID students enrolled in the CWEE program for the limited purpose of providing Workers' Compensation. Student paid by the employer shall be under the Employer's Workers' Compensation and/or Liability Insurance.

Job Learning Stations: All employers of CWEE students agree to section 55257 criteria when signed the Learning Objectives Contract and the Learning Station Agreement Form. Employers or designated representatives are provided with a copy of each document.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(2) Coordinate the program and supervise students (§55251)

Describe the specifics on how district will achieve this requirement.

The District will designate CWEE qualified faculty and will maintain appropriate ratios in accordance with Title 5 section 58051 (b).

Responsibilities of qualified faculty include, but are not limited to:

1. Assist students in developing measurable learning objectives (CWEE Instructor)
3. Conducting on-the-job consultation with employer/supervisor and student as required by the state and District (CWEE Instructor)
4. Evaluate student progress towards learning objectives using evaluations, consultation with student and employer, timesheet, and assign a final grade. (CWEE Instructor)
5. Maintain all required records as described in various sections of Title 5 (CWEE Coordinator and support staff)
6. Development and placement at learning stations (CWEE Coordinator)
7. Development and public relations with administration, faculty, community groups, industry, business, and other agencies (CWEE Coordinator)
8. Planning and registration for the program (CWEE Coordinator & support staff)
9. Program Review, curriculum development, and implementation of the program (CWEE Coordinator)
10. Participating in in-service training programs (CWEE Coordinator & CWEE Instructor)
11. Maintaining close liaison with CWEE/WBL advisory committees and district instructional staff (CWEE Coordinator & CWEE Instructor)

(3) Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable (§55251)

Describe the specifics on how district will achieve this requirement.

Students will be provided with direction on how to write appropriate measurable learning objectives. Students, their respective employer/supervisor, and instructor will finalize learning objectives using the Learning Objectives Contract Form.

At least once per term, CWEE personnel will conduct consultations (in-person or through approved alternative methods) with each workplace employer/supervisor to evaluate each student's on-the-job educational growth. A signed document containing a summary of all consultations will be kept on record in Canvas.

**California Community College District
Cooperative Work Experience Education Plan**

- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

CWEE Instructor will use documents collected throughout course, including evaluation, timesheet verification, onsite conversation, and students reflection paper to evaluate the students learning experiences. Students who complete required hours, documents, and make satisfactory progress towards learning objectives, will earn a passing grade in the course. Students who do not complete one or more of the aforementioned measures, will not earn a passing grade in the course.

- (e) **Describe basis for awarding grade and credit** (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit. (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

**California Community College District
Cooperative Work Experience Education Plan**

The basis for awarding grade was outlined in the previous section "Evaluate with employer, student's learning experiences."

Credit awarded will adhere to the Title 5 55255.5 and 55253 requirements.

Consistent with section 58161, attendance of a student repeating a Cooperative Work Experience course pursuant to this subdivision may be claimed for state apportionment.

(f) Provide adequate clerical & instructional services (§55251)

Comments, if any.

The District will assign adequate qualified academic personnel (adhering to the student ratio of 125 per full-time equivalent CWEE Coordinator) and clerical staff to direct, maintain, and promote the CWEE program. The District will assure full compliance with the requirements of this District Plan and relevant Title 5 sections. For example, the District will provide adequate and continuous guidance services to students by qualified academic and staff personnel, services for initiating and maintaining on-the-job learning opportunities, coordination of the program, and record maintenance.

(b) If district changes the plan, will submit changes for approval (§55251)

Check to indicate compliance

Yes

**California Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/colleges(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Taft College		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Tori Furman Title: Career Development Counselor

District: West Kern Community College District Email: tfurman@kcccolleges.edu

Phone: (951)763-7967

**California Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor (65529)

Date plan approved by local board: _____ (Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

The Cooperative Work Experience (CWE) District Plan was reviewed by the....

**California Community College District
Cooperative Work Experience Education Plan**

(2) Specific description of (§55251)

(a) District responsibilities (§55251)

Background: Title 5 criteria and requirements

District Services (§55255)

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. **Qualified adjunct faculty** may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. **The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.**

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Taft College will provide sufficient resources for maintaining on-the-job learning stations, coordinating the program, and supervising students. The College employs a designated Coordinator/Director (Currently Career Development Counselor) who will take primary responsibility for coordinating the CWEE program activities, with support from staff and teaching Faculty.

Duties of the CWEE Coordinator/Director include, but are not limited to planning, implementing, organizing, supervising, and evaluating the CWEE program.

In certain, but very limited situations, as defined in guidelines issued by the California Community College Chancellor's Office, the District will substitute approved alternatives to "in-person" consultations with employers/supervisors. Alternative methods and circumstances will be documented **WHERE?** If reasonably possible, in-person consultations will be conducted to discuss student's educational growth on the job. Important outcomes occur from the in-person consultations with employers, which include but are not limited to the establishment and/or evaluation of learning objectives, the development of employer relationships with the goal of establishing an opportunity to network and share programs and services offered by Taft College. In addition, other outcomes include educating faculty on the latest industry trends, supporting changes to improve educational programs, ensuring site safety and legitimacy (within reasonable expense of the CWEE faculty) to market and expand the programs, thereby creating additional credibility for the CWEE program.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(a) District responsibilities

Background: Title 5 criteria and requirements

Records: (§55256)

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- Does #4.5 address this? **(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss student's educational growth on the job.**
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "Type..." of Cooperative Work Experience Education... "to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Tarrant College maintains records of the developed standard written agreement forms as outlined in the above requirements.

The agreement forms are as follows:

- 1. Student Data Form: Documents basic student information, employer contact information, CWEE course and unit, enrollment, job title, and the number of hours the student expects to work each week.
 - 2. Learning Station Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor, and CWEE Staff or Faculty. Final grade and units awarded will be added to this document at the completion of each term.
 - 3. Learning Objectives Contract: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and CWEE Staff or Faculty.
 - 4. Consultation Forms: Summary of the in-person consultation of employer/supervisor and of student, completed by CWEE personnel will be signed by appropriate parties and kept on record.
 - 5. Student Performance Evaluation: Mid-term and at the conclusion of the semester, the employer/supervisor evaluates the student's achievements of their workplace learning objectives. The student will also complete a mid-term and conclusion self-evaluation. These forms are signed and dated by the employer/supervisor, CWEE Staff or Faculty, and student.
 - 6. Timesheets: The employer/supervisor verifies the number of work hours completed by the student in order to validate the number of CWEE units earned.
- If the student is a minor, the district will maintain a copy of the student's work permit in the student's file.

**California Community College District
Cooperative Work Experience Education Plan**

California Community College District
Cooperative Work Experience Education Plan

(b) Student responsibilities (§55251)

Background: Title 5 criteria and requirements

Student Qualifications (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

Taft College will comply with the requirements of section 55254, Student Qualifications, and section 55251, District Responsibilities.

The CWEE Handbook and webpage, orientation, and Taft College Faculty/Staff will provide pre-enrollment information and necessary documentation/resources to help students understand the Student Qualifications and their responsibilities for successful completion of the Cooperative Work Experience Course(s).

Students wishing to participate in CWEE at Taft College will be responsible for:

1. Completing a CWEE Student Form.
2. Participating in a CWEE Orientation
3. Registering for a Work Experience class via Cougar Tracks (SSB).
4. Identifying, in collaboration with TC CWEE Coordinator/Director/Faculty and employer, on-the-job learning objectives (at least one OTJ objective per unit enrolled).
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Director/Faculty.
6. Meet, in-person, with CWEE Coordinator/Director/Faculty at least once during term to identify on-the-job learning objectives and/or discuss progress towards on-the-job learning objectives.
7. Complete a mid-term and end-of-term self-evaluation.

CWEE Instructors will: 1) review and approve documented new or expanded responsibilities or learning objectives beyond those experienced during previous employment and enrollments in CWEE courses. 2) ensure that students are enrolled in CWEE courses that contribute to their occupational or educational goals

CWEE Coordinator/Director will review and sign the forms listed under the above Records section (55256) to ensure Student Qualifications are met.

CWEE Coordinator/Director/Instructors will support the student throughout their CWEE experience and issue a final grade based upon adequate progress made towards learning objectives and hours completed.

Have we addressed
this below?

California Community College District
Cooperative Work Experience Education Plan

California Community College District
Cooperative Work Experience Education Plan

(c) Employer responsibilities (§55251)

Background: Title 5 criteria and requirements

Records: (§55256)

- (a) The district shall maintain records which shall include at least the following:
- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

Job Learning Stations: (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any:

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California Community College District
Cooperative Work Experience Education Plan

In addition to the information outlined above in section 55251 regarding Employer Responsibilities, Employer/Supervisors hosting a job learning station will be responsible for:

1. Reviewing the CWEE Handbook and Letter to Employer, which will clearly outline the details of the CWEE program.
2. Approval of the Learning Objective contract, with signature.
3. Contacting CWEE personnel if student is not making satisfactory progress towards on-the-job learning objectives and/or referring the student to see CWEE personnel to discuss tools to support successful completion of on-the-job learning objectives.
4. Performing mid-term and end-of-term evaluation of student.
5. Conducting a minimum of one in-person consultation with CWEE personnel.

Employer records will be kept by The District. The same agreements identified under "District Responsibilities Records" Section of this plan (section 55256).

This section doesn't exist, although there is a section called "District Responsibilities"

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California Community College District
Cooperative Work Experience Education Plan

(c) Employer responsibilities (§55251)

Background/ Title 5 criteria and requirements
Consultation(s) in person with the employer (§55251)
(b) The District shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. **Qualified adjunct faculty** may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.
(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached

- District will use alternatives to "Consultation(s) in person," as described in Title §55251(c).
- District will not use alternatives "Consultation(s) in person," as described in Title §55251(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person,"

Taft College CWEE Coordinator/Director/Faculty will provide in-person consultation with the employer/supervisor at the job learning station at least once each semester for each student, when feasible. In those rare circumstances in which the alternatives to consultations in person are used, Taft College will adhere to the guidelines specified

California Community College District
Cooperative Work Experience Education Plan

(d) Other cooperating agencies in the operation of the program, if any. (§55251)

Comments on other cooperating agencies in the operation of the program, if any.

**California Community College District
Cooperative Work Experience Education Plan**

Taft College will continue to collaborate with cooperating agencies. Cooperating agencies have the potential of positively impacting students by providing outstanding career and workplace preparation, providing students with opportunities to understand world of work concepts, developing essential skills, and applying what they learn in the classroom to real-world work experience. Cooperating agencies enable students and The College to use the community as the classroom and provide employers the opportunity to actively participate in the education and training of their future workforce.

Agencies/employers provide TC with up-to-date industry specific information, anticipated employment needs, and job and internship placement opportunities.

**California Community College District
Cooperative Work Experience Education Plan**

(3) Specific description of each type of CWEE (§55251)

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at The District:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- Minor Students in Work Experience
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2)
- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- Work Experience Education Involving Apprenticeable Occupations. (§55250.5)
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**California Community College District
Cooperative Work Experience Education Plan**

(4) A description of HOW the district will §(5251)

(a) Provide guidance services §(5251)

Describe the specifics on how The District will achieve this requirement.

To support and guide students interested and enrolled in General and Occupational Work Experience Education, The District will provide the following guidance services:

The CWEE Director/Coordinator and CWEE personnel will work directly with the campus, including Student Services, Office of Instruction, and appropriate divisions to ensure proper guidance for students enrolling in CWEE.

The CWEE webpage and the CWEE Handbook will provide students, faculty, staff, and community online access to CWEE information, guidance, and resources.

CWEE pre-enrollment meetings are available with CWEE Director/Coordinator and support staff in order to advise students on current CWEE course requirements, enrollment process, policies, procedures, and internship opportunities.

Appointments and electronic resources will be made readily available to students enrolled in CWEE courses to help them be successful in achieving their on-the-job learning objectives.

(b) Assign a sufficient number of qualified certificated personnel to direct the program §(5251)

Describe the specifics on how district will achieve this requirement.

**California Community College District
Cooperative Work Experience Education Plan**

Per Title 5, Section 58051(b), the student ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator. In the event that the enrollment exceeds 125 students, The District may assign or hire additional qualified faculty to assist, including the option of adjunct faculty to maintain appropriate ratios. In order to assist with record keeping activities, the District will assign staff (classified, temporary, or student workers) to assist with record keeping and student file management requirements.

When assigning a Program Director/Manager, The District will comply with Title 5 Section 53240 Minimum Qualifications which include possession of a master's degree, one year of formal training, internship, or leadership experience reasonably related to the assignment. When assigning coordinator and instructors, The District will follow the Title V section 53146, Minimum Qualifications for Work Experience Instructors or Coordinators, which include any discipline in which work experience may be provided at The College where the instructor or coordinator is employed.

(1) Initiate and maintain learning stations (§5521)

Background: Title 5 criteria and requirements (§5520) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Work Experience Outside of District: (§5520e) The governing board of any community college district providing part-time jobs for students in areas outside the district work experience education programs providing part-time jobs for students in areas outside the district

Wages and Workers' Compensation (§5520f). The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations: (§5527) Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Work Experience Outside of District: The District may provide for the establishment and supervision of CWEE programs providing jobs for students outside of the District. The District may use alternatives to in-person consultations as outlined in Alternative to "In-Person" Consultations, Cooperative Work Experience Education, by Jose Millan, Vice Chancellor for Economic Development and Workforce Preparation, dated April 2009, in order to provide work experience opportunities outside of the district.

Wages and Workers' Compensation: The District may provide CWEE to students in part-time jobs, paid, or unpaid internships offered by public or private employers. Students in Federal Work Study are permitted to enroll in Cooperative Work Experience Education. Fed Work Study wages are currently available for on-campus student employment only. The District does not currently provide Federal Work Study restricted wages to off-campus private or public employers. However, the District retains the right to revise its Federal Work Study funding policy. As indicated in section 78249 of Title 5, the District shall be considered the employer of UNPAID students enrolled in the CWEE program for the limited purpose of providing Workers' Compensation. Student paid by the employer shall be under the Employer's Workers' Compensation and/or Liability Insurance.

Job Learning Stations: All employers of CWEE students agree to section 55257 criteria when signed the Learning Objectives Contract and the Learning Station Agreement Form. Employers or designated representatives are provided with a copy of each document.

**California Community College District
Cooperative Work Experience Education Plan**

(2) Coordinate the program and supervise students (§55251)

Describe the specifics on how district will achieve this requirement.

The District will designate CWEE qualified faculty and will maintain appropriate ratios in accordance with Title 5 section 58051 (b).

Responsibilities of qualified faculty include, but are not limited to:

1. Assist students in developing measurable learning objectives (CWEE Instructor)
3. Conducting on-the-job consultation with employer/supervisor and student as required by the state and District (CWEE Instructor)
4. Evaluate student progress towards learning objectives using evaluations, consultation with student and employer, timesheet, and assign a final grade. (CWEE Instructor)
5. Maintain all required records as described in various sections of Title 5 (CWEE Coordinator and support staff)
6. Development and placement at learning stations (CWEE Coordinator)
7. Development and public relations with administration, faculty, community groups, industry, business, and other agencies (CWEE Coordinator)
8. Planning and registration for the program (CWEE Coordinator & support staff)
9. Program Review, curriculum development, and implementation of the program (CWEE Coordinator)
10. Participating in in-service training programs (CWEE Coordinator & CWEE Instructor)
11. Maintaining close liaison with CWEE/WBL advisory committees and district instructional staff (CWEE Coordinator & CWEE Instructor)

(3) Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable (§55251)

Describe the specifics on how district will achieve this requirement.

At the required CWEE orientation, the CWEE Coordinator and students will review how to write appropriate measurable learning objectives and draft written measurable workplace learning objectives. Students, their respective employer/supervisor, and instructor will finalize learning objectives using the Learning Objectives Contract Form.

At least once per term, CWEE personnel will conduct consultations (in-person or through approved alternative methods) with each workplace employer/supervisor to evaluate each student's on-the-job educational growth. A signed document containing a summary of all consultations will be kept on record in Canvas.

**California Community College District
Cooperative Work Experience Education Plan**

(d) Evaluate with employer, student's learning experiences (§55251)

Describe the specifics on how district will achieve this requirement.

The CWEE Instructor will use mid-term and end-term performance evaluation s(including written reflection by student), consultation observations, timecard sheets, student employer feedback, in order to evaluate the experience to assign a final grade.

(e) Describe basis for awarding grade and credit (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 80 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

California Community College District
Cooperative Work Experience Education Plan

The basis for awarding a grade was outlined in the previous section "Evaluate with employer, student's learning experiences."

Credit awarded will adhere to the Title 5 55255.5 and 55253 requirements.

Consistent with section 59161, attendance of a student repeating a Cooperative Work Experience course pursuant to this subdivision may be claimed for state appointment.

(f) Provide adequate clerical & instructional services (§59231)

Comments, if any.

The District will assign adequate qualified academic personnel (adhering to the student ratio of 125 per full-time equivalent CWE Coordinator) and clerical staff to direct, maintain, and promote the CWE Program. The District will assure full compliance with the requirements of this District Plan and relevant Title 5 sections. For example, the District will provide adequate and continuous guidance services to students by qualified personnel. The District will provide services for initiating and maintaining on-the-job learning opportunities, the coordination of the program, and record maintenance.

(b) If district changes the plan, will submit changes for approval (§5921)

Check to indicate compliance

Yes

Date: June 18, 2019
Submitted by: Jessica Grimes
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

California Virtual Campus-Online Education Initiative (CVC-OEI) Subaward Agreement

Background:

Upon submitting a grant application to expand Career Technical Education (CTE) certificates online, we received notification that we were awarded the grant for \$100,000 for the academic year of 2019-2020. The grant application indicated we would expend funds in the following ways: 1) compensate faculty for developing online CTE courses, 2) compensate faculty for aligning courses according to the CVC-OEI rubric, and 3) provide professional development to develop and align CTE courses successfully.

Terms (if applicable):

CVC-OEI is an acronym for "California Virtual Campus-Online Education Initiative."
CTE is short for Career Technical Education
A term of one year

Expense (if applicable):

The District will be awarded up to \$100,000.

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Debra Daniels, Superintendent/President



Foothill-De Anza Community College District

12345 El Monte Road, Los Altos Hills, CA 94022

SUBAWARD AGREEMENT

This Subaward Agreement No. 19-065 (hereinafter referred to as "Subaward") is entered into by and between the Foothill-De Anza Community College District (hereinafter referred to as "District") on behalf of its sponsored program California Virtual Campus - Online Education Initiative (CVC-OEI) and the West Kern Community College District on behalf of Taft College (hereinafter referred to as "Subrecipient"), for the Subrecipient to perform the work which is more particularly set forth in this Subaward and in the Exhibits attached hereto and incorporated into this Subaward by this reference.

RECITALS

WHEREAS, the District, as fiscal agent for the California Virtual Campus – Online Education Initiative (hereinafter referred to as "Sponsor"), under its *Improving Online CTE Pathways* grant program, has appropriated one-time funds for the purpose of performing the project entitled the *Building and Improving Online CTE Certificates* (hereinafter referred to as "Project");

WHEREAS, the District is authorized to enter into subagreements in performance of its responsibilities under the funding cited above; and

WHEREAS, the District and the Subrecipient desire to enter into an agreement calling for collaboration on the Project;

NOW, THEREFORE, the parties mutually agree as follows:

1. **STATEMENT OF WORK.** The Subrecipient shall perform the work required in Exhibit A, the Subrecipient Statement of Work (hereinafter referred to as "Work").
2. **TERM.** The term of this Subaward shall commence on July 01, 2019 and shall expire on June 30, 2020. Applicable and required final reporting are due on September 30, 2020. The Term could be extended upon written notice by District, based on extension of funds from the California Community Colleges Chancellor's Office.
3. **KEY PERSONNEL.** The Subrecipient's performance under this Subaward shall be under the direction of Subrecipient's Principal Investigator(s), Jessica Grimes, who is considered essential to the Work. Substitutions or substantial reductions in the Principal Investigator's level of effort will be only for compelling reasons and with the prior written approval of the District's Authorized Representative for Technical Matters.
4. **COST REIMBURSEMENT.** The total amount of funds made available and reimbursable to Subrecipient under this Subaward shall not exceed \$100,000.00 as specified in Exhibit B, and comply with Expenditure Guidelines. In no event shall the District be liable for reimbursement of any cost which would result in cumulative payment under this Subaward exceeding the total reimbursable cost unless this Subaward is modified in writing in accordance with Section 24, Changes. This section is in accordance with grant reimbursement rules and guidelines as prescribed by District and the CVC-OEI: <https://cvc.edu/wp-content/uploads/2019/02/Improving-Online-CTE-Pathways-Expenditure-Guidelines.pdf>
5. **LEVEL OF EFFORT.** The Principal Investigator may devote additional full-time equivalent (FTE) as specified in Exhibit A and corresponding with Exhibit B. Auditable records must be kept by the Subrecipient on the foregoing, and progress reports must be submitted to the District on a quarterly basis, fifteen (15) days following the end of each fiscal quarter, and a final Annual Report summarizing the activities of the fiscal year ninety (90) days after June 30 of the fiscal year. If actual efforts are less than the amounts shown in Exhibit B a proportionate reduction in the total reimbursement cost for this Subaward shall be made.
6. **ALLOWABLE COSTS.** The allowability of costs under this Subaward shall be determined in accordance with the terms of this Subaward, and the terms of Exhibit D, the *Improving Online CTE Pathways* RFA (hereinafter referred to as "RFA").
7. **BUDGET.** The Budget, Exhibit B, lists costs and categories of costs approved to fund the Subrecipient performance of the Work. Rebudgeting of up to 10% of each budget category, while not changing the Work, is allowable without prior approval. Approval requests related to the aforementioned will be reviewed and, if

appropriate, approved by the District's Authorized Representative for Technical Matters and the Executive Director of the CVC-OEI.

8. **SEPARATE ACCOUNTING.** The Subrecipient will establish a separate account for all funds specified in this Subaward. Reimbursement is *only for actual expenses* for transactions transpiring between July 01, 2019 and June 30, 2020. No Encumbrances and/or Commitments will be considered towards reimbursement.

9. **USE OF FACILITIES AND EQUIPMENT.** The Subrecipient will furnish the facilities and equipment necessary to perform and complete the Work on this Project, and District has rights to inspect facilities furnished.

10. **INVOICING.** The Subrecipient shall submit invoices, on a quarterly basis with corresponding quarterly report narratives (and final Annual Report) for approval to the District's Authorized Representative for Business Matters quarterly. In order to be eligible for reimbursement, invoices shall be for allowable, approved costs incurred in accordance with the terms of this Subaward and shall display expenses for reimbursement by budget category identifying the total project costs, the reimbursable costs and the Subrecipient's share pursuant to Exhibit B, in accordance with the schedule indicated in Exhibit C. All invoices submitted under this Subaward including the final invoice must be received by the District no later than fifteen (15) days after the end of the reporting period for that invoice, including the fiscal year end when all invoices must be received by the District no later than fifteen (15) days following the fiscal year end date of June 30.

Q1 (July 01, 2019 - September 30, 2019) - Report and Invoices due on October 15, 2019

Q2 (October 01, 2019 - December 31, 2019) - Report and Invoices due on January 15, 2020

Q3 (January 01, 2020 - March 31, 2020) - Report and Invoices due on April 15, 2020

Q4 (April 01, 2020 - June 30, 2020) - Report and Invoices due on July 15, 2020

Invoices should include: *District Subaward Number, College/District Name, Project Title, and the Period for which reimbursement is being requested.* An authorized representative of the Subrecipient shall sign and certify on each invoice that the costs for which reimbursement is requested are the *actual costs* as recorded in the Subrecipient's records and as expended for the Work actually performed in accordance with the terms of this Subaward. Invoices should be *emailed* to the District's Authorized Representative for Business Matters as defined in Section 14 Authorized Representatives.

11. **PAYMENT.** Payment shall be made upon receipt after review and verification of the invoice along with the supporting documentation and General Ledger (GL) report by the District. Payment shall be contingent upon the receipt a quarterly narrative as well as funding from the Sponsor and upon Subrecipient compliance with the terms and conditions of this Subaward. All payments shall be subject to correction and adjustment upon audit or any disallowance. The Subrecipient is solely responsible for reimbursing the District for amounts paid the Subrecipient but disallowed under the terms of this Subaward.

12. **AUDIT.** The District, the Sponsor, the Comptroller General of the United States of America, the Bureau of State Audits of the State of California, any other appropriate government agency authorized by law, or their duly authorized representatives shall, until five (5) years after final payment under this Subaward, have access to any of the Subrecipient's records related to this Subaward, at the Subrecipient's regular place of business, for the purpose of conducting audits. The period of access for records relating to a) appeals under a dispute, b) litigation or settlement of claims arising from the performance of this Subaward, or c) costs and expenses of this Subaward to which exception has been taken shall continue until such appeals, litigation, claims, or exceptions are disposed of.

13. **PROGRESS REPORTS.** The Subrecipient shall furnish the District with regular, aligning with the academic year's fiscal quarters, Quarterly Reports of findings and progress made under this Subaward. A form satisfactory to the District shall be used to submit the progress reports, and the report certification must be signed. The reports shall be submitted to the District's Authorized Representative for Business Matters in accordance with the schedule indicated in Exhibit A. Quarterly Reports are separate from Financial reporting responsibilities, and must correspond with Section 10, Invoicing.

14. **FINAL ANNUAL REPORT.** The Subrecipient shall furnish the District with a final Annual Report, summarizing findings and activities under this Subaward. A form satisfactory to the District shall be used to submit the final Annual Report, and the report certification must be signed. The report shall be submitted to the District's Authorized Representative for Business Matters in accordance with the schedule indicated in Exhibit C.

15. **AUTHORIZED REPRESENTATIVES.** For the purpose of this Subaward, the individuals identified below are hereby designated representatives of the respective parties.

For the District	Technical Matters:	Justin Schultz Director of Planning and Grants Administration California Virtual Campus – Online Education Initiative jschultz@cvc.edu
	Business Matters:	CVC-OEI Grants Management Program Officer California Virtual Campus – Online Education Initiative grants@cvc.edu
	Authorized Official:	Jory Hadsell Executive Director California Virtual Campus – Online Education Initiative jhadsell@cvc.edu

For the Subrecipient	Technical Matters:	Name: _____
		Title: _____
		Address: _____
	Business Matters:	Name: _____
		Title: _____
		Address: _____
	Authorized Official:	Name: _____
		Title: _____
		Address: _____

16. **PRECEDENCE.** The order of precedence for interpretation shall solely be governed by this Subaward.

17. **RIGHTS IN DATA AND MATERIALS.** The Subrecipient hereby grants to the District and to the Sponsor an irrevocable, worldwide, royalty-free, non-exclusive license to use the materials developed by the Subrecipient under the terms of this Subaward. "Materials" shall mean recorded information, regardless of form or medium in which recorded.

18. **PATENTS.** The determination of rights of ownership and disposition of inventions resulting from the performance of the Work under this Subaward shall be in accordance with U.S. Patent Law. Subrecipient agrees to notify the District of any inventions made under this Subaward. The Subrecipient hereby grants to District and to

CVC-OEI a royalty-free, non-exclusive and irrevocable right to practice any inventions conceived or first actually reduced to practice in the performance of work under this Subaward, for the purpose of education and research, or to the extent required to meet the District's obligations through the grant awarded for CVC-OEI.

19. **PUBLICATIONS.** The Subrecipient shall be free to publish results of the Work provided that the terms of this Agreement are met, and the review copies of materials intended for publication are submitted to the Executive Director of the CVC-OEI at least 45 days prior to publication. The Subrecipient agrees to give the Executive Director of the CVC-OEI review comments serious consideration prior to publishing and to include the following statement in any publication resulting from the Work: "This publication was supported by CVC-OEI through a subaward agreement with the Foothill-De Anza Community College District" All materials, except scientific articles or papers published in scientific journals, must also contain the following: "Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Foothill-De Anza Community College District or those of the California Community College Chancellor's Office."

20. **INDEPENDENT CONTRACTOR.** Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Subaward, and nothing in the execution of this Subaward or in its performance shall be construed to establish a joint venture of the parties hereto. Students, instructors, and District staff participating in this program shall not be considered as employees of the Subrecipient, and agents or employees of the Subrecipient shall not be considered employees of the District. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party.

21. **ASSIGNMENT.** The Subrecipient may not assign, transfer or Subaward any part of this Subaward, any interest herein or claims hereunder, without the prior, written approval of the District and Sponsor.

22. **TERMINATION.** Either party may at any time cancel this Subaward or renewal thereof, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery. Thereafter, this Subaward shall become null and void except for the portion or portions of payment herein agreed upon for which expenses have been necessarily incurred in the performance of this Subaward.

23. **GENERAL RELEASE.** The Subrecipient's acceptance of payment of the final invoice under this Subaward shall release the District from all claims of the Subrecipient, and from all liability to the Subrecipient concerning the Work, except where such claims or liabilities arise from any negligent act, error or omission of the District.

24. **USE OF NAME.** Neither the Subrecipient nor the District shall make use of this Subaward, or use the other's name or that of any member of the other's staff for publicity or advertising purposes without prior written approval of the other party. This restriction shall not include internal documents available to the public that identify the existence of the Subaward.

25. **CHANGES.** By mutual written consent, the Subrecipient and the District may make changes to the Work and to the terms of this Subaward. Any such changes shall be in the form of a written amendment signed by authorized representatives of the Subrecipient and the District.

26. **INDEMNIFICATION.**

26.1. Subrecipient shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Subaward but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Subrecipient, its officers, employees or agents.

26.2. District shall defend, indemnify and hold Subrecipient, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Subaward but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent acts or omissions of District, its officers, employees or agents.

26.3. This indemnification provision shall survive termination of the Subaward and remain in effect.

27. **INSURANCE.** Subrecipient at its sole cost and expense, shall insure its activities in connection with this Subaward and obtain and maintain for the duration of this Subaward insurance as follows

27.1. Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage.

27.2. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage with respect to the Subrecipient's owned, hired, and non-owned vehicles.

27.3. Workers' Compensation insurance as required under California State law.

27.4. Employer's Liability insurance with limits of not less \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy limit for bodily injury or disease.

27.5. Professional Liability insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by Subrecipient, or any person employed by the Subaward, with a limit of not less than \$1,000,000 each claim.

27.6. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the District and the Subrecipient against other insurable risks relating to performance of this Subaward.

Insurance shall be issued by an insurance company(ies) licensed in California with a current A.M. Best rating of A:VII or better. The General Liability and Automobile Liability Insurance policies shall be endorsed to name the Foothill-De Anza Community College District, its trustees, officers, agents, employees, and volunteers as additional insureds as their interest may appear. All insurance policies shall be endorsed to provide for thirty (30) days' advance written notice by certified mail to the District of cancellation, suspension, or any material change of the required insurance coverage. If any insurance policy(ies) required by this Subaward is(are) written on a "claims made" basis: (i) the retroactive date must be shown, and must be before the date of the Subaward or the beginning of Work; and (ii) insurance shall be maintained and evidence of insurance must be provided for at least three (3) years after completion of the Subaward Work. The Subrecipient's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. The requirements in this paragraph shall not limit the Subrecipient's liability pursuant to Section 26, Indemnification, of this Subaward. If any part of this Subaward is assigned or Subawarded, these insurance requirements also apply to all assignees and Subrecipients. The Subrecipient may fulfill its insurance obligations under this paragraph by self-insurance pursuant to an established plan operated in accordance with accepted insurance practices. Prior to commencing Work under this Subaward, Subrecipient shall furnish District with certificates of insurance and original endorsements evidencing the coverage, limits, and conditions required by this Subaward.

1. **EQUIPMENT.** Upon termination of this Subaward, equipment furnished or purchased by the District for the program shall be retained by the District, and equipment furnished or purchased by the Subrecipient shall be retained by the Subrecipient, unless otherwise restricted by the Executive Director of the CVC-OEI.

2. **PROGRAM INCOME.** The Subrecipient will provide a report to the District of any program income generated under this Subaward.

3. **CONFLICT OF INTEREST.** Subrecipient warrants that there is no perceived or apparent conflict of interest related to the Work under this Subaward.

4. **APPROPRIATED FUNDS.** The continuation and renewal of this Subaward shall be subject to sufficient appropriated funds being received by District to administer and support the program. In the event sufficient funds are not available or are discontinued at any time, the District may cancel this Subaward by delivering written notice to the Subrecipient.

5. **APPLICABLE LAW.** This Subaward shall be subject to and interpreted under applicable federal laws and the laws of the State of California.

6. **NOTICES.** All notices required or permitted by this Subaward shall be by written instrument and shall be mailed by certified mail or personally delivered to the District's or Subrecipient's Authorized Official.

7. ENTIRE AGREEMENT. This Subaward is the complete agreement of the Subrecipient and the District and supersedes all prior written or oral representations and agreements with respect to the Work.

IN WITNESS WHEREOF, the respective parties have executed this Subaward on the dates indicated below.

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT

Taft College /West Kern Community College District

By:

By:

(Signature of Authorized Official of District)

(Signature of Authorized Official of Subrecipient)

Name: Susan Cheu

Name:

Title: Interim Vice Chancellor, Business Services

Title:

Date:

Date:

RECOMMENDED BY

By:

(Signature of Authorized Official of CVC-OEI)

Name: Jory Hadsell

Title: Executive Director

Date:

Exhibits

- A Subrecipient Statement of Work
- B Subrecipient Budget, and Expenditure Guidelines
- C Reporting and Invoicing Responsibilities
- D Improving Online Career Technical Education (CTE) Pathways Request for Application (RFA)

EXHIBIT A

SUBRECIPIENT STATEMENT OF WORK

(Please See Attached Subrecipient Project Proposal)

EXHIBIT B.1

SUBRECIPIENT BUDGET

The Subrecipient is provided an approved reimbursable budget not-to-exceed \$100,000.00 to perform works as stated in the Subaward Exhibit A, Subrecipient Statement of Work. Costs associated in delivering works must align with the District's invoicing guidelines which include Supporting Documentation as described in Exhibit C, Section C.3., with accompanying Quarterly Reports. Reimbursement of funds is contingent upon satisfactory and timely completion of deliverables as stated in the Subaward Exhibit A.

(Please See Attached Subrecipient Project Budget)

EXHIBIT B.2

EXPENDITURE GUIDELINES

B.2.1. UTILIZATION OF FUNDS

Funds under the Improving Online CTE Pathways grant program must be utilized for program implementation as prescribed in the Request for Applications (RFA). Within these parameters, and in line with proposed grant outcomes, colleges and/or districts are afforded discretion and flexibility to make spending decisions locally.

B.2.2. REASONABLE AND JUSTIFIABLE

All expenditures should be reasonable and justifiable. "Reasonable" means expenditures are prudent and every effort is made to utilize funds efficiently. "Justifiable" means expenditures are consistent with goals and activities related to the *Improving Online CTE Pathways* grant program and are in line with local policies and practices.

Colleges and/or districts are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should correlate with, and clearly establish the link between a given expenditure and program goals and objectives.

B.2.3. NON-ALLOWABLE EXPENDITURES

The California Virtual Campus - Online Education Initiative (CVC-OEI) has identified the following non-allowable expenditures for the Improving Online CTE Pathways grant program:

1. Gifts - Funds may not be used for gifts or monetary awards of any kind.
2. Stipends for Students - Funds may not be used to pay stipends to students for participation in program or classroom activities.
3. Political Contributions - Funds may not be used to pay for political contributions.
4. Courses - Funds may not be used to pay for the delivery of courses that generate full time equivalent students (FTES). Funds may, however, be used to support course development
5. Hardware & Software - Funds may not be used to purchase faculty/staff computing equipment, capital outlay items, or software licensing/subscriptions beyond the performance period of the grant as laid out in the RFA.
6. Supplanting and/or Coordination - Funds spent on grant programs may supplement existing activities or wholly fund new program activities as outlined in the college grant proposal. Outside funding received in addition to the grant award (e.g., other categorical or grant funds) may be coordinated to accomplish program goals, but grant funding may not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. Colleges will need to report separately regarding how Improving Online CTE Pathways grant funds were expended toward program goals.

The CVC-OEI will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, in addition to the "reasonable and justifiable" criteria outlined above. Program staff, however, are available to provide guidance on proposed expenditures.

EXHIBIT C

REPORTING AND INVOICING RESPONSIBILITIES

C.1. REQUIRED REPORTING

Invoices shall be submitted on a quarterly basis, with corresponding Quarterly Reports, no later than fifteen (15) days after the end of that individual reporting period, including the fiscal year end when all invoices must be received by the District no later than fifteen (15) days following the fiscal year end date of June 30.

The Quarterly Reports (and final Annual Report) shall detail and summarize: (1) activities accomplished through subaward, (2) direct connections with Improving Online CTE pathways goals and outcomes, (3) connection to overall CVC-OEI deliverables, and (4) direct applicability of funds expended to the deliverables outlined in the report. All funds expended must include and maintain supporting documentation as detailed in the Section C.3.

Additional content and formatting requirements as well as other relevant documentation will be communicated to the Subrecipient by the District's Authorized Representative for Technical Matters.

C.2. REPORTING TIMELINE

Deliverable	Reporting Period	Deliverable Due Date
Q1 Progress Report & Invoicing	July 01, 2019 to September 30, 2019	October 15, 2019
Q2 Progress Report & Invoicing	October 01, 2019 to December 31, 2019	January 15, 2020
Q3 Progress Report & Invoicing	January 01, 2020 to March 31, 2020	April 15, 2020
Q4 Progress Report & Invoicing	April 01, 2020 to June 30, 2020	July 15, 2020
Final (Annual) Project Report	July 01, 2019 to June 30, 2020	September 30, 2020

C.3. SUPPORTING DOCUMENTATION

Along with the invoice, Foothill-De Anza Community College District will require a system generated labor distribution report, general ledger/detailed financial activity report showing each actual transaction supporting the invoice amount. The Subrecipient must maintain any applicable supporting documentation pertaining to this agreement for five (5) years and must be able to provide such documentation upon request.

Supporting documentation (or source documents) is the physical basis upon which business transactions are recorded. Source documents are typically retained for use as evidence when auditors later review an organization's financial records and/or statements, and need to verify that transactions have, in fact, occurred. If an organization is audited, source documents back up the accounting journals and general ledger as an indisputable audit trail.

A source document describes all the basic facts of a transaction, such as:

- A description of a business transaction
- The date of the transaction (date goods are received or services provided)
- A specific amount of money
- An authorizing signature

For purposes of illustration, source documents which contain all the basic facts of a reimbursable transaction include, but are not limited to:

- *Service or Supplier Invoice.* This may serve as a source document if it describes all the basic facts of a reimbursable transaction and thereby support the issuance of a cash, check, or electronic payment to a service provider/supplier. Such an invoice may also support the recording of an expense, service provided, inventory item, or fixed asset.
- *Labor Distribution Report.* A detailed system-generated report that supports payroll salary and wages plus benefits expenditures.
- *Credit Card Receipt.* This may serve as a source document if the credit card receipt is coupled with a third party actual receipt with detailed description and cost of expenses incurred.
- *Packing Slip.* A packing slip together with a purchase order and invoice may serve as a source document for a completed sales transaction if it describes items delivered to a customer.

Source documents can be in paper or electronic form. Photocopies or scanned source documents are legally acceptable so long as they are legible, contain all the information present in the original and, within the limits of the scanning process, present that information in a format identical to the original.

Documents which have been scanned or otherwise reproduced and which do not contain all the basic facts of a transaction will not be accepted as source documents. For example, a materials receipt that specifies goods purchased and amount paid but that is scanned without the name of the supplier will not be accepted as a source document. Documents that present all the information in an original receipt, but that has been retyped in Word or Excel format will not be accepted as a source document.

EXHIBIT D

REQUEST FOR APPLICATION (RFA)

(Please Refer to Document Link Below)

<https://cvc.edu/wp-content/uploads/2019/03/RFA-Improving-Online-CTE-Pathways-032719.pdf>

Date: June 24, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Resolution No. 2019/20-02 and Agreement with California Department of Education to Provide Migrant Specialized Services, Contract #CMSS - 9005, 7/1/19 - 6/30/20, \$98,159.00

Background:

This on-going agreement with the state of California is to provide migrant childcare services, contract #CMIG-9005.

Terms (if applicable):

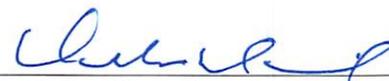
July 1, 2019 - June 30, 2020

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

This grant is in the amount of \$98,159.00

Approved: 

Dr. Debra Daniels, Superintendent/President

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> West Kern Community College District		<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels, Superintendent/President		
<i>Date Executed</i>	<i>Executed in the County of</i> Kern	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. **DOMESTIC PARTNERS**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. **GENDER IDENTITY**: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST**: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION**: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i> West Kern Community College District	<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels	
<i>Date Executed</i> 	<i>Executed in the County and State of</i> Kern, California



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

CONTRACT NUMBER: CMSS-9005

PROGRAM TYPE: MIGRANT SPECIALIZED SERVICES

PROJECT NUMBER: 15-6386-00-9

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 18-19, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Specific Items of Reimbursable Costs section of the FT&C for a Maximum Reimbursable Amount (MRA) of \$98,159.00 for migrant specialized services.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contract Manager		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 98,159	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs (OPTIONAL USE) 0656 23360-6386		FUND TITLE General		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM 30,10,020.004 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 98,159	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6070 Rev-8530				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			

Date: June 24, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Resolution No. 2019/20-03 and Agreement with California Department of Education to Provide Migrant Child Care, Contract #CMIG - 9005, 7/1/19 - 6/30/20, \$706,772.00

Background:

This on-going agreement with the state of California is to provide migrant childcare services, contract #CMIG-9005.

Terms (if applicable):

July 1, 2019 - June 30, 2020

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

This grant is in the amount of \$706,772.00 which is reimbursed at a rate not to exceed \$47.98 per child day of full-time enrollment.

Approved: _____


Dr. Debra Daniels, Superintendent/President

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2019-2020.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CMIG-9005 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Dr. Debra Daniels</u>	<u>Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 10th day of July 2019, by the Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Emmanuel Campos, Clerk of the Governing Board of West Kern Community College District, of Kern County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> West Kern Community College District		<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels, Superintendent/President		
<i>Date Executed</i>	<i>Executed in the County of</i> Kern	

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1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

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1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i> West Kern Community College District	<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels, Superintendent/President	
<i>Date Executed</i> 	<i>Executed in the County and State of</i> Kern, California



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

CONTRACT NUMBER: CMIG-9005

PROGRAM TYPE: MIGRANT CHILD CARE

PROJECT NUMBER: 15-6386-00-9

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$47.98 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$706,772.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 14,731.0

Minimum Days of Operation (MDO) Requirement 263

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contract Manager		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 706,772	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23036-6386				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 706,772	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6065 Rev-8530					

Date: June 24, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Resolution No. 2019/20-04 and Agreement with California Department of Education to Provide General Child Care and Development Programs, Contract #CCTR - 9056, 7/1/19 - 6/30/20, \$709,075.00

Background:

This on-going agreement with the state of California is to provide childcare and development services with general child care and development program, contract #CCTR-9056.

Terms (if applicable):

July 1, 2019 - June 30, 2020

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

This grant is in the amount of \$709,075.00 which is reimbursed at a rate not to exceed \$47.98 per child day of full-time enrollment.

Approved: _____


Dr. Debra Daniels, Superintendent/President

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2019-2020.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CCTR-9056 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Dr. Debra Daniels</u>	<u>Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 10th day of July 2019, by the
Governing Board of West Kern Community College District
of Kern County, in the State of California.

I, Emmanuel Campos, Clerk of the Governing Board of
West Kern Community College District, of Kern County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a regular meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> West Kern Community College District		<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels Superintendent/President		
<i>Date Executed</i>	<i>Executed in the County of</i> Kern	

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i> West Kern Community College District	<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels, Superintendent/President	
<i>Date Executed</i> 	<i>Executed in the County and State of</i> Kern, California

CO-8 (REV. 5/07)

FEDERAL CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.810-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant:

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
 29 Cougar Ct., Taft, CA 93268

Check [] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
 (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT (CONTRACTOR)	CONTRACT #
West Kern Community College District	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Dr. Debra Daniels, Superintendent/President	
SIGNATURE	DATE



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

CONTRACT NUMBER: CCTR-9056

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 15-6386-00-9

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC 04/2017)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; and the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$47.98 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$709,075.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	14,780.0
Minimum Days of Operation (MDO) Requirement	246

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Contract Manager		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 709,075	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 709,075	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
OBJECT OF EXPENDITURE (CODE AND TITLE) 702						
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE				

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-9056

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 148,570	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-6386	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 148,570	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 68,296	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-6386	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 68,296	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 492,209	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-6386			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 492,209	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. SIGNATURE OF ACCOUNTING OFFICER	T.B.A. NO.	B.R. NO.
	DATE	

BOARD AGENDA ITEM

Date: June 24, 2019
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Resolution No. 2019/20-01 and Agreement with California Department of Education to Provide Services Under the State Preschool Program, Contract #CSPP - 9133, 7/1/19 - 6/30/20, \$806,433.00

Background:

This on-going agreement with the state of California is to provide state preschool services, contract #CSPP-9133.

Terms (if applicable):

July 1, 2019 - June 30, 2020

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

This grant is in the amount of \$806,433.00

Approved: 

Dr. Debra Daniels, Superintendent/President

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2019-2020.

RESOLUTION

BE IT RESOLVED that the Governing Board of West Kern Community College District

authorizes entering into local agreement number CSPP-9133 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Dr. Debra Daniels</u>	<u>Superintendent/President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 10th day of July 2019, by the Governing Board of West Kern Community College District of Kern County, in the State of California.

I, Emmanuel Campos, Clerk of the Governing Board of West Kern Community College District, of Kern County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> West Kern Community College District		<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels		
<i>Date Executed</i>	<i>Executed in the County of</i> Kern	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

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- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
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- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

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Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i> West Kern Community College District	<i>Federal ID Number</i> 95-2266481
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Dr. Debra Daniels	
<i>Date Executed</i> 	<i>Executed in the County and State of</i> Kern, California



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

CONTRACT NUMBER: CSP-9133

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 15-6386-00-9

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$48.28 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$806,433.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 16,703.0

Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contract Manager		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 806,433	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs (OPTIONAL USE) 0656 23038-6386		FUND TITLE General		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 806,433	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			

BOARD AGENDA ITEM

Date: June 11, 2019
Submitted by: Severo M. Balason, Jr., Vice President of Student Services
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

WKCCD 2019-2020 Accident Insurance Renewal for Students/Intercollegiate Athletes

Background:

Student Insurance provides accidental insurance coverage with ANTHEM Blue Cross and AIG for all TC students, athletes, managers, student trainers, and dependent children of students in the TC day care facility on campus.

Terms (if applicable):

August 1, 2019 to July 31, 2020

Expense (if applicable):

\$50,026.00

Fiscal Impact Including Source of Funds (if applicable):

\$50,026.00 has been budgeted for fiscal year 2019-2020 VPSS Budget.

Approved: 
Dr. Debra Daniels, Superintendent/President



Insured:
 TAFT COLLEGE
 29 Cougar Court
 Taft, CA 93268

Contact:
 Severo Balason
 VP Student Services

Effective Dates:
 8/1/2019-7/31/2020

BASIC COVERAGE: 1 YR Incurring Period

STUDENTS/INTERCOLLEGIATE ATHLETES

**Anthem SAIN
 Plan B**

Proposed Premium: \$ **50,026.00**

Student Per Accident Deductible:	\$50.00
Class I Athlete Per Accident Deductible:	\$100.00
Class II Athlete Per Accident Deductible:	\$50.00
PPO Co-Insurance Percentage:	100%
Non-PPO Co-Insurance Percentage:	50%

Benefits:

Athlete Per Accident Maximum:	\$25,000.00
Student Per Accident Maximum:	\$50,000.00
Emergency Illness Benefit:	\$500.00
Dental Maximum:	\$2,000.00
Rental Durable Medical Equipment Maximum:	\$2,000.00
Expanded Medical/Intercollegiate Athletes	\$25,000.00
Loss of Life:	\$10,000.00
Single Dismemberment:	\$1,000.00
Double Dismemberment:	\$5,000.00

Please Initial: _____

Class I Sports: Football, Gymnastics, Skiing (snow), Soccer, Surfing, and Wrestling
Class II Sports: All other sports not listed above

Physical Therapy: Limited to 24 visits per calendar year per injury; additional visits available if approved by Anthem
Non-PPO Physical Therapy: Benefit will not exceed \$25 per Visit

Catastrophic Coverage:

Intercollegiate Athletes

Policy No. TBD Effective Dates:
 8/1/2019-7/31/2020

Company:	Philadelphia
Coverage Limits:	\$1,000,000.00
Deductible:	\$25,000.00
Proposed Premium:	\$ 2,069.00

Catasrophic Coverage:

Students Only

Policy No. TBD Effective Dates:
 8/1/2019-7/31/2020

Company:	Philadelphia
Coverage Limits:	\$1,000,000.00
Deductible:	\$50,000.00
Proposed Premium:	\$ 2,768.00

THIS IS A BRIEF DESCRIPTION OF BENEFITS. THE MASTER POLICY CONTAINS COMPLETE DETAILS OF THE PROVISIONS, LIMITATIONS, EXCLUSIONS AND WILL PREVAIL AT ALL TIMES.

Non-Duplication of Benefits Exercised on ALL CLAIMS.



LETTER OF APPOINTMENT

Re: Taft College Student/Athlete Accident Insurance

This *Letter of Appointment* will serve as a formal commitment between TAFT COLLEGE [herein called "Client"] and STUDENT INSURANCE [herein called "Company"] and sets out the mutual understanding of the parties with regard to accident insurance for students and athletes. Upon the *Letter of Appointment* being duly executed by an officer or representative of Taft College and STUDENT INSURANCE, the parties agree the following:

Company will provide an accident insurance plan pursuant to the terms, conditions, benefits and premium specified in Student/Athlete Accident Insurance Program as presented. The plan will be underwritten by Anthem BlueCross and administered by Student Insurance.

Coverage will commence on August 1, 2019 and terminate July 31, 2020 with renewable options as agreed upon by Client and Company.

Termination: This is a *pooled* plan. Notice of withdrawal from the S.A.I.N pool must be provided by Taft College to: S.A.I.N. c/o STUDENT INSURANCE in writing no less than 90 (ninety) days prior to the termination date of August 1, 2020.

Please confirm your understanding and agreement by signing this *Letter of Appointment* which will constitute our agreement with respect to the student/athlete accident insurance.

TAFT COLLEGE

Student Insurance

By: _____
Signature

Signature

Title: _____

Print Name

President
Marie Rosa Martinelli

BOARD AGENDA ITEM

Date: June 11, 2019
Submitted by: Andrew Prestage, Executive Director Information Services
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

AMS.net Annual Support Coverage, Quote #Q-00036352, CISCO Network Hardware.

Background:

The Taft College network infrastructure was built using Cisco network equipment. Working with AMS.NET, Taft College is able to maintain the bulk of the college network equipment under one maintenance support contract.

Terms (if applicable):

Terms vary as they are determined by the contract components as indicated on the contract.

Expense (if applicable):

Total cost is \$17,403.65

Fiscal Impact Including Source of Funds (if applicable):

This contract cost is included in the 2019-2020 ITS budget.

Approved: 

Dr. Debra Daniels, Superintendent/President



AMS.NET, Inc.
 502 Commerce Way, Livermore, CA 94551
 925-245-6100 • 925-245-6150 Fax
 www.ams.net

Customer Price Quote

Customer

West Kern Community College District
 29 Cougar Court
 Taft CA, 93268 US
 ATTN: Mark Gibson

Ship To

West Kern Community College District
 29 Cougar Court
 Taft, CA 93268
 ATTN: Mark Gibson

Quote Description

Renewals 2019-2020

Quote #	#Q-00036352
Project #	89765
Modified	6/4/2019
Account Mgr.	Sean Harrington
AM Phone	(925) 245-4769
AM Email	sharrington@ams.net
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@ams.net
Quote Exp.	9/1/2019

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Cisco SMARTnet Support. Coverage Dates: 9/1/19-8/31/20					
1	CON-SNT-CT5508HA SMARTNET 8X5XNBD Cisco 5508 Series Wi Serial Numbers: FCW1804L04X	Cisco Systems Inc.	1.00	\$1,092.54	\$1,092.54
2	CON-ECMU-LICUWLT SWSS UPGRADES Services Mapping SKU	Cisco Systems Inc.	345.00	\$38.92	\$13,427.40
3	CON-ECMU-ER11USR1 SWSS UPGRADES EMRGNCY RSPNDR USR LIC 1 PHN FOR NEW 11X	Cisco Systems Inc.	345.00	\$1.39	\$479.55
4	CON-SNT-BE6KSTBD SMARTNET 8X5XNBD Cisco Business Edition 6000 UCS Srv 9.0	Cisco Systems Inc.	2.00	\$239.08	\$478.16

Singlewire Support. Coverage Dates: 8/18/19-8/17/20-8/31/20					
5	IPTA-M1Y-B 1 Year Maintenance Subscription Per Endpoint - 250 User Tier	Singlewire	300.00	\$6.42	\$1,926.00



AMS.NET
Technology Solution Provider

AMS.NET, Inc.

502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

Order Summary

Subtotal	\$17,403.65
Adjustment	\$0.00
Estimated Taxes	\$0.00
Total	\$17,403.65



AMS.NET, Inc.

502 Commerce Way, Livermore, CA 94551

925-245-6100 • 925-245-6150 Fax

www.ams.net

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net. A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your



AMS.NET
Technology Solution Provider

AMS.NET, Inc.

502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

AMS.NET Tax ID: 94-3291629

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

BOARD AGENDA ITEM

Date: June 11, 2019
Submitted by: Andrew Prestage, Executive Director Information Services
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

ITSavvy LLC - CommVault Software Support Renewal - Quote #3242596

Background:

The CommVault software is used to back up and safeguard the District's data. It also allows for the restoration of data in the event of a disaster. This license renewal provides access to newer versions of the software as well as Monday through Friday (8am-5pm) call in support.

Terms (if applicable):

One year contract renewal - 9/1/2019 - 8/31/2020

Expense (if applicable):

Total cost is \$10,830.65

Fiscal Impact Including Source of Funds (if applicable):

This contract cost is included in the 2019-2020 ITS budget.

Approved: 
Dr. Debra Daniels, Superintendent/President



ITsavvy LLC
 2000 NW 87th Avenue, Suite 216
 Miami, FL 33172
 www.ITsavvy.com

Quote Details	
Quote #:	3242596
Date:	06/07/2019
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:
 ACCT #: 539767
 Taft College
 Accounts Payable
 29 Emmons Park Drive
 Taft, CA 93268
 United States
 661-763-7915

Ship To:
 Taft College
 Andrew Prestage
 29 Cougar Ct
 Taft, CA 93268-2329
 United States
 661-763-7846

Client Contact:
 Gustavo Gonzalez
 (P) 661-763-7924
 gusgonzalez@taftcollege.edu

Client Executive:
 Manuel Pardo-Sanchez
 (P) 786.204.3603
 (F) 630.396.6322
 mpardo@ITsavvy.com

Description: CommVault Software Renewal - Standard Support - 1 year

Item Description	Part #	Tax	Qty	Unit Price	Total
1 CommVault Software Support CommVault Software Standard Support Coverage:(7 am - 7 pm, Mon - Fri, no holidays)	21914790	Y	1	\$10,098.51	\$10,098.51

Subtotal: \$10,098.51
 Shipping: \$0.00
 Tax (7.25%): \$732.14
TOTAL: \$10,830.65

Notes From Your Client Executive

Please note: If the order for the above contract is not received prior to the expiry date, the renewal will be subject to a minimum 25% reinstatement fee .

New Term Date:9/1/2019 - 8/31/2020

CommVault does not accept returns. No exceptions .

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Date: July 1, 2019

Submitted by: Severo M. Balason, Jr., Vice President of Student Services

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Ratification



Board Meeting Date: July 10, 2019

Title of Board Item:

Contract for professional services with Amber Anderson for assistance and training staff regarding procedures and processes for Admissions & Records mandated reporting.

Background:

Due to the timing of the arrival of the new A&R Director, there has been limited training on mandated end-of-the-term reports, most notably, the 320 Report, a report required for the district's state apportionment. In addition, an upgrade to Banner 9 has resulted in the need to identify defects (and fixes) to address the 320 Report processes. I am requesting the approval of the professional services with Amber Anderson to assist Student Services with completing the 320 Report, training the A&R Director regarding mandated reporting, and updating / documenting related procedures.

Terms (if applicable):

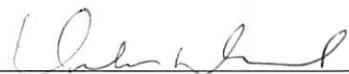
The effective dates are July 1, 2019 through June 30, 2020, not to exceed a total of 100 hours.

Expense (if applicable):

The independent contractor shall receive \$100 per hour not to exceed \$10,000 per the agreement.

Fiscal Impact Including Source of Funds (if applicable):

This will be paid out of the Admissions & Records 2019 - 2020 budget.

Approved: 
Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT (“District”) and Amber Anderson (“Independent Contractor”). The agreement is effective July 1, 2019.

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services: Services related to the vacancy of the former Director of Admissions and to the training of the new Director of Admissions (and as may be more particularly described in paragraph 3 of terms below).
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services July 1, 2019 through June 30, 2020.
3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following: Training and documentation for registration and reporting processes.
4. **Compensation.** Independent Contractor shall be paid the sum of \$100.00 per hour up to 100 hours.
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor’s failure to

pay these and similar obligations. Further, since the Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and their staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

6. **Monthly Service Report.** Upon request, the Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.

7. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor up to \$0.00 for travel expenses/mileage and hotel for the entire term at the established rate paid to District employees.

8. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

9. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 15 days prior written notice of such termination.

Executed at Taft, California, on the dates shown below.

Date of WKCCD Board Approval:
7-10-19

Budget Code:
11000-358-5641-62100

West Kern Community College District:

Independent Contractor:

By: Dr. Debra S. Daniels

By: Amber Anderson

Signature

Signature

Date: May 23, 2019
Submitted by: Jessica Grimes
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

Credentials Project Memorandum of Understanding with Yosemite Community College District

Background:

Taft College has 15 Career and Technical Education (CTE) pathways that will benefit from this credentialing project to help us accomplish the Strong Workforce grant's "more" students and "better programs" by helping us to align our curriculum to industry demand.

The Central Valley/Mother Lode (CVML) Center of Excellence (COE) will produce the following:

- Identify third-party occupational or industry-specific licenses and credentials directly related to qualifying for employment or for promotional pathways for jobs in manufacturing industries in California.
- Map licenses and credentials for a minimum of 15 high-demand and emerging middle-skill occupations, and provide evidence and/or employer validation for each relationship mapped.
- Expand the mapping of third-party occupational or industry-specific licenses and credentials directly related to qualifying for employment or for promotional pathways for jobs related to seven (7) industry sectors: Agriculture, Water and Environmental Technology; Business; Energy, Construction and Utilities; ICT/Digital Media; Global Trade; Health Care; and Retail, Hospitality, and Tourism.
- Map licenses and credentials for a minimum of 105 high-demand and emerging middle-skill occupations, and provide evidence and/or employer validation for each relationship mapped.

Terms (if applicable):

This project will be completed in the summer of 2019.

Expense (if applicable):

Up to \$5,000

Fiscal Impact Including Source of Funds (if applicable):

Strong Workforce grant under the "Workplace Internship" project

Approved: _____


Dr. Debra Daniels, Superintendent/President

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made on April 29, 2019 between (Taft College), and the Yosemite Community College District (YCCD). The purpose of this Memorandum of Understanding program known as the credentials project that will occur as a partnership between the X and the YCCD District (DISTRICT). The project will take place at located at 435 College Ave, Modesto, CA. 95350.

I. BACKGROUND

The Central Valley/Mother Lode (CVML) Center of Excellence (COE) will:

- identify third-party occupational or industry-specific licenses and credentials directly related to qualifying for employment or for promotional pathways for jobs in manufacturing industries in California.
- map licenses and credentials for a minimum of 15 high-demand and emerging middle-skill occupations, and provide evidence and/or employer validation for each relationship mapped.
- expand the mapping of third-party occupational or industry-specific licenses and credentials directly related to qualifying for employment or for promotional pathways for jobs related to seven (7) industry sectors: Agriculture, Water and Environmental Technology; Business; Energy, Construction and Utilities; ICT/Digital Media; Global Trade; Health Care; and Retail, Hospitality, and Tourism.
- map licenses and credentials for a minimum of 105 high-demand and emerging middle-skill occupations, and provide evidence and/or employer validation for each relationship mapped.

This is a Central Region Consortium (CRC) COE regional project approved by the Steering Committee on April 2nd, 2019. The CVML colleges agreed to share in the cost of this project both individually and as a regionally funded endeavor.

II. PURPOSE & SCOPE

The purpose of this project is to provide a database of credentials that will be utilized in the COE's program recommendation and other labor market information reporting processes.

III. RESPONSIBILITIES

The CVML Center of Excellence is responsible for invoicing and supplying the data in a Microsoft Excel spreadsheet to all 14 of the Central Valley/Mother Lode Colleges.

IV. TERMINATION OF AGREEMENT

All parties have the right to terminate this Agreement, with or without cause. The terminating party must give all other parties 30 days written notice thereof. Notice of termination may be issued by Authorized representative from each respective entity.

V. INDEMNIFICATION

The DISTRICT agrees to indemnify and hold Taft College and its officers, directors, employees, and agents harmless and free from all claims, actions, audits, losses, liabilities or expenses arising under this agreement that are the responsibility of the DISTRICT that may arise as a result of the DISTRICT'S acts or omissions in the performance of this agreement.

Taft College agrees to indemnify and hold the DISTRICT and its officers, directors, employees, and agents harmless and free from all claims, actions, audits, losses, liabilities or expenses arising under this agreement that are the responsibility of Taft College that may arise as a result of Taft College's acts or omissions in the performance of this agreement.

All disputes, claims, or other matters in question arising out of or relating to this MOU may ultimately be decided by means of legal action provided by California State law. Any attorneys' fees and associated costs arising from such legal action shall be paid by each party for its own costs.

VI. INSURANCE

DISTRICT and Taft College each covenant and agree to acquire and maintain during the term of this Agreement policies of insurance or self-insurance as follows:

- General Liability: \$1,000,000 minimum limit per occurrence
- Automobile Liability: \$1,000,000 minimum limit per occurrence
- Workers' Compensation: Statutory Limits and Employers' Liability \$1,000,000 min. limit

DISTRICT and Taft College shall each provide the other party with evidence of insurance or self-insurance, with a certificate of insurance, prior to the commencement of this Agreement.

VII. ENTIRE AGREEMENT

This Agreement represents the entire agreement between Taft College and DISTRICT for the Credentials Project. All prior or contemporaneous oral or written agreements by and between the parties and their agents and representatives with respect to the matters in this Agreement are revoked and extinguished by this Agreement.

VII. AUTHORITY

The undersigned warrant that they are authorized representatives and have authority to execute this Agreement on behalf of the Parties indicated.

Taft College

Yosemite CC DISTRICT

Dr. Debra Daniels

Susan C. Yeager

Superintendent/President
Title

Vice Chancellor
Title

Date

Date

Date: June 26, 2019
Submitted by: Brock McMurray, EVP of Administrative Services
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Ratification

BW

Board Meeting Date: July 10, 2019

Title of Board Item:

Request for Ratification of Proposal from Daikin for Chiller Repair

Background:

The District has historically been contracted with Daikin as a sole source for various parts, labor, inspection, and maintenance services related to the campus chiller. The most recent chiller inspection called for the need to replace a service valve and recover and replenish lost refrigerant. The cost for this service is estimated to be approximately \$4,243.00. Please see the attached proposal and Terms & Conditions for additional information.

Terms (if applicable):

The Terms & Conditions contain provisions for a 30 day written termination notice and a 30-day manufacturer's warranty (unless longer warranty is stated). Please see attached Terms & Conditions for further information.

Expense (if applicable):

Approximately \$4,243.00

Fiscal Impact Including Source of Funds (if applicable):

Basic chiller maintenance is a budgeted expense in the Maintenance & Operations budget. Unrestricted general funds will be used for this expense.

Approved: 

Dr. Debra Daniels, Superintendent/President



Proposal

License #: 699581

SAN FRANCISCO DISTRICT

To: Chris Jones

Date: June 24, 2019

Site Name: Taft College

Taft College

29 Emmons Park Dr.

Taft CA 93268

Phone: 661-742-3914

Email: cjones@taftcollege.edu

Description: *Recover existing Refrigerant
Charge, replace service valve.
Replenish lost refrigerant*

Model: WMC290D

Proposal #:

Daikin Applied respectfully submits the following solution for your review and approval:

We will provide labor and materials to perform the following:

- > LOTO electrical breaker and isolate potential Energy sources
- > Mobilization of refrigerant recovery equipment and supplies
- > Recover existing Refrigerant Charge and replace a defective Service Valve
- > Purchase refrigerant that was lost due to leaking Service Valve
- > Place Unit on Vacuum and recharge Chiller with (Pounds TDB) R134A

Feel free to contact me if you have any questions or concerns regarding the information contained in this proposal. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy by fax or mail so that we can begin to mobilize our efforts to complete the project as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and other projects in the future.

Sincerely,
Daikin Applied

Thomas Martin
Service Technician
Ph: 1 (559) 341-1481
Fax: 510-786-4216
Email: thomas.martin@daikinapplied.com

DAIKIN APPLIED

Fresno Center

2568 Barrington Court

Hayward, CA 94545

Phone (559) 441-0118



Proposal

SAN FRANCISCO DISTRICT

Exceptions/Exclusions:

1. All work to be performed during "Normal Working Hours".
2. Any and all repairs recommended/required to be quoted separately.
3. Additional R134A above weighed amount to bring unit to factory Charge.***(Billed at \$7.00/lb)*
4. Additional time to pick up refrigerant and make second trip to site.**

This proposal expires on: **August 23, 2019**

Investment Amount and Billing Terms:

<i>Total Investment Required to Implement the Proposed Solution</i>	
\$4,243.00	<i>Four Thousand Two Hundred Forty Three Dollars and No Cents</i>
<i>Price does not include applicable taxes</i>	

Billing/Payment Terms*:

Billed in full, upon completion

***All billings are due immediately upon receipt**

Pricing and acceptance are based upon the Terms and Conditions which are attached.

This proposal is being submitted by Daikin Applied Americas Inc. (hereinafter also referred to as "Daikin Applied".)

Accepted By:

Taft College

Brook McMurray

(Full Legal Name of Customer)

Submitted By:

Daikin Applied Americas Inc.

Thomas C. Martin

(Full Legal Name of Daikin Applied Representative)

Rem

(Signature)

(Signature)

EVP, Administrative Services

(Title)

Service Technician

(Title)

Date:

6/25/19

Date:

June 24, 2019

Customer PO # :

Proposal #

DAIKIN APPLIED
Fresno Center
 2568 Barrington Court
 Hayward, CA 94545
 Phone (559) 441-0118

Daikin Applied Americas Inc. TERMS & CONDITIONS

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by Daikin Applied. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Daikin Applied.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from date shown on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of Daikin Applied's credit department. Terms of payment are net upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Daikin Applied reserves the right to add to any account outstanding more than 30 days interest at 1 1/4% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Daikin Applied including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that Daikin Applied determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, Daikin Applied shall inform Customer of the equipment condition and remedy. Daikin Applied shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment; until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. The customer shall receive forty-five (45) days prior written notice of such adjustment unless specifically excluded otherwise in writing.
6. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date hereof; provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Daikin Applied upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without Daikin Applied's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Daikin Applied, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Daikin Applied, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Daikin Applied is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, Daikin Applied may stop all work under this Agreement or terminate this Agreement as set forth in paragraph 6 herein above.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, Daikin Applied shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Daikin Applied any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property.

Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Daikin Applied and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Daikin Applied shall have the right to suspend its work at no penalty to Daikin Applied until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Daikin Applied reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide Daikin Applied personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. Daikin Applied shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Daikin Applied.
12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of Daikin Applied.
13. In the event that Daikin Applied is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond Daikin Applied' control, Customer shall pay Daikin Applied for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Daikin Applied rates for performing such services.
14. Daikin Applied shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Daikin Applied, Daikin Applied shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
15. DAIKIN APPLIED SHALL NOT IN ANY EVENT BE LIABLE TO THE CUSTOMER OR TO THIRD PARTIES FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PRODUCTION, LOSS OF USE OR LOSS OF PROFITS OR REVENUE ARISING FROM ANY CAUSE WHATSOEVER INCLUDING, BUT NOT LIMITED TO ANY DELAY, ACT, ERROR OR OMISSION OF DAIKIN APPLIED. IN NO EVENT WILL DAIKIN APPLIED'S LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENT RECEIVED BY DAIKIN APPLIED FROM CUSTOMER UNDER THE INSTANT AGREEMENT.
16. Daikin Applied extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Daikin Applied expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific service work done by Daikin Applied. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR SPECIFIC PURPOSE, WHICH ARE HEREBY SPECIFICALLY DISCLAIMED.
17. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota.

Date: June 17, 2019
Submitted by: Heather Meason,
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: July 10, 2019

Title of Board Item:

2019-20 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership.

Background:

West Kern Community College District participates in the Central California Community College District Employment Relations Consortium (ERC). The ERC provides representational, litigation and other employment relations services when requested by the District. This membership renewal will provide training in the area of public-sector labor, employment topics, in addition provides access to over 200 forms, policies and checklists that can be used as templates.

Terms (if applicable):

The contract is effective July 1, 2019 – June 30, 2020

Expense (if applicable):

\$4050.00

Fiscal Impact Including Source of Funds (if applicable):

The expense is included in the 2019-20 Human Resources budget and general revenue funds will be utilized.

Approved: 
Dr. Debra Daniels, Superintendent/President

6033 West Century Boulevard, 5th Floor
Los Angeles, California 90045
T: (310) 981-2000 F: (310) 337-0560

June 19, 2019



Heather Meason
Executive Director of Human Resources
West Kern Community College District (Taft College)
29 Cougar Court
Taft, CA 93268

Re: *Central California Community College District Employment Relations Consortium*

Dear Ms. Meason:

We are looking forward to another successful year with the Central Coast Community College District Employment Relations Consortium. The consortium committee has selected a wide variety of topics for your managers and supervisors. We are pleased to provide the consortium with five full days of training, our monthly *Education Matters*, and telephone consultation.

Enclosed is an Agreement for Special Services. Please execute and return a copy to our office.

You'll note that the attached invoice gives you the option of subscribing (or renewing) your Liebert Library membership. If you do not want to subscribe to the Library, simply check the box next to ERC only and submit that amount. If you do want to subscribe/renew, just check the corresponding box and return the amount indicated (the listed rate reflects the ERC discount.)

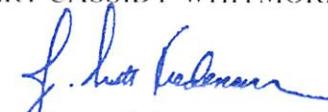
If you have any questions about the consortium or our other training programs, please contact Cynthia Weldon, Director of Marketing & Training at (310) 981-2055 or cweldon@lewlegal.com.

We thank you for your membership and we look forward to another successful training year.

Sincerely,

LIEBERT CASSIDY WHITMORE

BY:


J. Scott Tiedemann
Managing Partner

Enclosures

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the West Kern Community College District (Taft College), hereinafter referred to as "College," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS College has the need to secure expert training and consulting services to assist College in its workforce management and employee relations; and

WHEREAS College has determined that no less than ten (10) colleges in the Central California area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the College and is willing to perform such services;

NOW, THEREFORE, College and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2019, Attorney will provide the following services to College (and the other aforesaid public agencies):

1. Five (5) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by College and the other said local agencies.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Availability of Attorney for College to consult by telephone. Consortium calls cover questions that the attorney can answer quickly with little research. They do not include the review of documents, in depth research, written responses (like an opinion letter) or advice on on-going legal matters. The caller will be informed if the question exceeds the scope of consortium calls. Should the caller request, the attorney can assist on items that fall outside the service, but these matters will be billed at the attorney's hourly rate. (See additional services section.)
3. Providing of a monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to College for a fee of Three Thousand One Hundred Fifty Dollars (\$3,150.00) payable in one payment prior to August 1, 2019. The fee, if paid after August 1, 2019 will be \$3,250.00.

Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

Additional Services:

Attorney shall, as and when requested by College, make itself available to College to provide representational, litigation, and other employment relations services. The College will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the College.

The range of hourly rates for Attorney time is from Two Hundred Ten to Three Hundred Fifty Dollars (\$210.00 - \$350.00) per hour for attorney staff, Two Hundred Thirty Dollars (\$230.00) per hour for Labor Relations/HR Consultant and from One Hundred Thirty to One Hundred Seventy-Five Dollars (\$130.00 - \$175.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Attorney reviews its hourly rates on an annual basis and if appropriate, adjusts them effective July 1.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

Term:

The term of this Agreement is twelve (12) months commencing July 1, 2019. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than ten (10) local college employers entering into a substantially identical Agreement with Attorney on or about July 1, 2019.

LIEBERT CASSIDY WHITMORE
A Professional Corporation

WEST KERN COMMUNITY COLLEGE
DISTRICT (TAFT COLLEGE)

By: 
J. Scott Tiedemann / Managing Partner

By: _____

Name: _____

Date: 6-14-19

Title: _____

Date: _____

INVOICE

June 14, 2019

*Heather Meason
Executive Director of Human Resources
West Kern Community College District (Taft College)
29 Cougar Court
Taft, CA 93268*

(WE026-10000)
INVOICE NUMBER: 1480682

**CENTRAL CALIFORNIA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT RELATIONS CONSORTIUM**

Membership: 07/01/19 through 06/30/2020

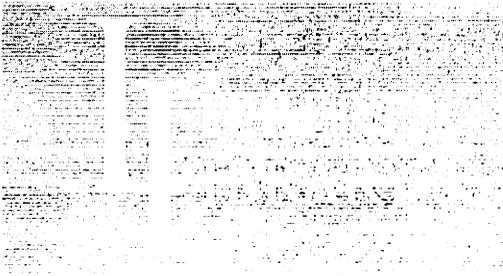
Please make your check out for one of the following amounts:

ERC Membership	\$3,150.00	<input type="checkbox"/>
ERC Membership w/ Basic Liebert Library Subscription (optional) <i>Basic Subscription provides access to LCW workbooks in digital format. You can search all workbooks, but cannot print or download the books.</i>	\$3,555.00	<input type="checkbox"/>
ERC Membership w/ Premium Liebert Library Subscription (optional) <i>Premium Subscription provides unlimited access to LCW workbooks in digital format, as well as over 200 sample forms, model policies and checklists that can be downloaded and used as templates.</i>	\$4,050.00	<input type="checkbox"/>

Note: Please send us a copy of this invoice along with your payment.

For more information about the Liebert Library, please visit www.liebertlibrary.com, call Nick Rescigno at 310.981.2053 or email library@lcwlegal.com.

**If ERC Membership paid after August 1, 2019 amount due is \$3,250.00
(Includes \$100.00 late fee)**



Our firm is proud to present the **Liebert Library**: an online collection of trusted legal training and reference materials that cover a variety of community college labor and employment topics!

For nearly 40 years our attorneys have tirelessly worked to create an entire library of legal resources that covers a variety of labor and employment topics. Now you can get on-demand access to our extensive collection of workbooks, sample forms, model policies and checklists, including:



WORKBOOKS:

- The FLSA Compliance Guide
- The Disability Interactive Process
- Leaves, Leaves and More Leaves
- Privacy Issues in the Workplace
- Academic and Classified Evaluation and Discipline



SAMPLE FORMS & POLICIES:

- Reasonable Accommodation Policy
- Sample Anti-Bullying Policy
- Sample Discipline Policy
- Social Media Policy

We offer 2 levels of subscription for Liebert Library at economical prices that will allow you to lower future legal costs for your institute:

- 1. Basic Membership** - Access to **all of our workbooks in digital format**. You will have on-demand access to these documents, which are fully searchable (but not downloadable.)
- 2. Premium Membership** - Access to all of the benefits of our Basic Membership (see above), as well as the ability to download in Word more than 200 sample forms, checklists and model policies.

CENTRAL CA COMMUNITY COLLEGE DISTRICTS ERC

1) Comments

- The members enjoyed the workshops and presenters this year. Members thought the presentations went well and presenters were good.
 - Members like the mix of webinars and the live/videoconference workshops and would like to continue with this model for 2019-2020.
 - Members agreed some topics are better in-person. LCW noted that they would inform members of workshops that are better presented in-person versus webinar.
 - LCW proposed and members agreed that if less than 10 people register for an in-person training, LCW reserves the right to convert the training from an in-person workshop to a webinar.
- Members think Francesca is doing a great job.
- Some members requested the schedule to go out earlier than last year. Eileen said she will help Francesca look up each colleges schedule so that we can schedule around spring break, etc. LCW reminded members that to finalize the schedule, LCW must receive confirmation from all hosts of the date and time for a workshop. The finalized schedule cannot be distributed unless all hosts have secured and agreed to specific dates and times for the workshop. LCW will do everything they can to ensure that the 2019-2020 schedule is finalized as early as possible.
- Consortium calls are being answered in a timely manner.
 - LCW has established a new email address dedicated to consortium emails: AskLCW@lcwlegal.com.
- All members report receiving the monthly newsletter, Ed Matters. If anyone is not receiving the newsletter, please contact Francesca at fsavellano@lcwlegal.com.
- Eileen provided an update on SB1343 and the proposed clean-up bill (SB778).
- LCW announced that they would be rolling out a new recorded webinar platform in the next few months that would allow:
 - For interaction throughout the recording;
 - Immediate access to the webinar without having to wait for LCW to send an active link (this means that clients would simply pick the webinar exactly when they want to watch it);
 - Certificates of completion that prints automatically after the successful completion of the course.
- LCW will be in contact with ERC members when the recorded webinar platform is available regarding procedure and pricing.

- LCW discussed creating a consortium portal for members to register for workshops, view upcoming workshops etc.

2) Services Explained

- Consortium Calls: Can be placed to any of the LCW offices: Los Angeles, San Diego, San Francisco, Fresno, or Sacramento. Members may ask for a specific attorney or any available attorney. Questions may also be submitted by e-mail directly to the attorney or to AskLCW@lcwlegal.com.
- Consortium Workshops across the State: ERC members are able to attend other Consortiums' workshops. If you are interested in attending, you must contact Selena Dolmuz (sdolmuz@lcwlegal.com) two weeks prior the scheduled workshop. Once all the registration sheets are received from the host Consortium, if space is available, members from other consortiums are able to attend. There is no cost to attend another Consortiums' workshop, *unless* they require a per person/refreshment fee.
- Workshop Attendance: LCW reminds agencies that they are responsible for monitoring who is registering for the workshops. LCW provides a guide as to who should attend the workshops and requests that the agency use its best discretion when registering employees as the composition of the audience can impact the message and tone of the workshop.
- Public Sector Employment Relations Certificate Program: This is a complimentary program. Participants are required to complete 8 specific workshops within a three year period. Participants must present proof of attendance through paperwork distributed at the workshop. LCW does not track attendance.
- Individual/Customized Training:
 - Includes the incorporation of your policies and procedures, as well as an original set of materials for your reproduction.
 - Any of the workshops listed on the Master Workshop Topics List can be presented outside of the consortium to one specific agency or a group of agencies to share the cost.
 - LCW would be happy to send an e-mail to other agencies if a request for an individual workshop has been made and the agency requesting the workshop wishes to combine with other agencies. For more information, contact Anna Sanzone-Ortiz at (310) 981-2051.
- Social Media: follow us on Twitter (<http://twitter.com/lcwlegal>); LinkedIn (<https://www.linkedin.com/company/liebert-cassidy-whitmore/>) and read our Labor and Employment blog (<http://www.calpublicagencylaboremploymentblog.com>)
- Webinars: LCW provides webinars that are open to all public agencies, but provides them at a discounted rate for consortium members. A list of upcoming webinars and webinars on demand can be found at: www.lcwlegal.com/events-and-training.

3) **Workshops (5 full days of training to be held on Fridays; webinars should be scheduled in the morning)**

- Human Resources Academy I for Community College Districts (Half Day)
- Human Resources Academy II for Community College Districts (Half Day)
- Creating a Culture of Respect (Half Day)
- Temporary Faculty Members (Half Day) - **Webinar**
- Governance Issues for Educational Entities (Half Day) - **Webinar**
- Ethics in Public Service (Half Day)
- Sick and Disabled Employees (Half Day) – **Webinar** (incorporate Accommodating Bad Behavior: The Limits on Disciplining Disabled Employees)
- Public Works Construction Project: From Bidding Through Completion (Half Day) - **Webinar**
- The Role of Behavioral Intervention Teams in Addressing Campus Safety and Security (Full Day Summit) – **Live (in person only)**

4) **Workshop Hosting**

- State Center CCD and Merced CCD volunteered to host the live/video conference sessions. State Center CCD will also host the in-person summit.
- Francesca will reach out to members not present at the planning meeting to check their availability and willingness to host workshops in 2019-2020.
- Hosting requires the agency representative(s) to arrive early, distribute material, staff the registration desk, box up any extra material to give to the presenter, and collect evaluation forms and sign-in sheets.
- Non-host agencies may volunteer to assist with registration or refreshments by contacting the host agency directly.
- ❖ *LCW encourages group participation for webinar presentations. Participants are able to receive the webinar on their desktop, but we recommend bringing the group together in one conference room.*
- ❖ *Handout material will only be distributed to the group via e-mail. Please remind recipients that handout material is for use by district personnel only and sharing it outside of the district (including forwarding it or posting it on a website accessible by non-district employees) is a violation of the copyright.*

5) **ERC Membership Fee**

- The 2019/2020 annual membership fee is \$3,150.
- \$100 late fee to be paid after August 1, 2019.

Date: June 19, 2019
Submitted by: Jessica Grimes
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item: Alumni Project/CRC Regional Strong Workforce Project

Background: This project was born out of a desire to know how alumni are progressing who matriculated in career and technical education programs. Therefore, the 14 colleges in the Central Regional Consortium discussed a region-wide project that would aggregate data regarding alumni employment

Terms (if applicable):

This project will be completed in the academic year of 2019-2020.

Expense (if applicable):

\$2,500

Fiscal Impact Including Source of Funds (if applicable):

Strong Workforce Regional Grant Funds

Approved: 
Dr. Debra Daniels, Superintendent/President



409 S. Jackson St.
Moscow, ID 83843
Tel: 208-882-3500
Fax: 208-882-3317

www.economicmodeling.com

Emsi Representative: Ralph Plaza

Profile Analytics Agreement

This Profile Analytics agreement is between Modesto Junior College of Modesto, California ("Fiscal Agent"), and Economic Modeling, LLC of Moscow, Idaho ("Emsi"), for the benefit of the eligible colleges listed below (each, a "College"), the Center of Excellence for the Yosemite Community College District (the "Center"), and the Yosemite Community College District, District Office (the "District Office") (collectively, "Licensees").

I. Scope of Services

Under this agreement, Emsi will:

- Provide each College with access to Profile Analytics

The Colleges eligible to participate under the terms of this agreement are:

- Bakersfield College
- Cerro Coso Community College
- Clovis Community College
- College of the Sequoias
- Columbia College
- Fresno City College
- San Joaquin Delta College
- Merced College
- Modesto Junior College
- Porterville College
- Reedley College
- Taft College
- West Hills College, Coalinga
- West Hills College, Lemoore

Emsi will not deliver data or provide a subscription to any Licensee which has not signed the Terms of Service attached as Exhibit A.

II. Subscription Term

Emsi will provide Licensee with access to Profile Analytics beginning June 10, 2019 and ending June 9, 2020, unless this agreement is extended or renewed.

III. Fee

The fee for the subscription is \$35,000.00, invoiced to the Fiscal Agent upon contract signature and due within 30 days.

The breakdown for the fee is as follows:

Bakersfield College	\$2,500
Cerro Coso Community College	\$2,500
Clovis Community College	\$2,500
Fresno City College	\$2,500
Merced College	\$2,500
Modesto Junior College	\$2,500
Porterville College	\$2,500
Reedley College	\$2,500
San Joaquin Delta College	\$2,500
College of the Sequoias	\$2,500

Taft College	\$2,500
West Hills College, Coalinga	\$2,500
West Hills College, Lemoore	\$2,500
Columbia College	\$2,500
Total	\$35,000

Sales tax will be added for non-tax-exempt institutions when applicable

IV. Subscription Services

User Information

Emsi will provide Licensees with access to Profile Analytics (including all updates and upgrades released within the subscription period) for 1 authorized users per College. Authorized users must be employed by one of the Colleges. Emsi will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared.

Additional Services Provided

The subscription includes the following services:

- o Technical support via telephone or e-mail
- o Access to all new data releases (new data is released periodically)

V. Terms of Service

This agreement is conditioned on the acceptance by Licensee of the following License Terms on behalf of itself and its authorized user. Emsi will not waive these License Terms. Breach of the License Terms will result in revocation of the license and denial of access to the products and/or services granted in this agreement.

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- c) Licensee may not distribute any part of the Licensed Dataset to a third party in any manner that allows it to be further manipulated for that third party's independent use.
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VI. Applicable Law

Any litigation regarding interpretation or enforcement of this agreement shall be brought in the state of California, and this agreement shall be interpreted according to the laws of the state of California without regard to any conflict of law provisions.

VII. Licensee Contact Information (to be completed by Licensee before contract signature)

	Invoice Contact	Admin User
Name:		
Title:		
Mailing Address:		
Phone:		
Fax:		
Email:		

VIII. Compliance with Laws

Emsi warrants that its performance under this agreement complies with all applicable laws. If at any time during the term of this agreement it becomes unlawful for Emsi to continue performance, Emsi may immediately terminate its performance under this agreement without penalty. If Emsi terminates under this section, Emsi will refund the unused portion of any prepaid fees.

Exhibit A – Terms of Service

Emsi Terms of Service Economic Modeling, LLC dba Emsi (“Emsi”) provides online SaaS applications that use labor market data to connect and inform people, education, and business. Emsi’s applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Talent, Staffing, and College Analyst. These Emsi Terms of Service (“ToS”) apply to all Emsi’s current applications, as well as any applications Emsi develops in the future whether or not they are named here (collectively “Emsi Apps”).

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For Licensee:

Authorized Signature

Date

Printed Name

Entity name:

Address:



BOARD AGENDA ITEM

Date: June 11, 2019
Submitted by: Andrew Prestage, Executive Director Information Services
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: July 10, 2019

Title of Board Item:

GT Software NetCOBOL Maintenance Renewal, Quote #00012309

Background:

GT Software NetCOBOL is used for compiling the Banner software on District Servers.

Terms (if applicable):

Maintenance coverage is from September 1, 2019 – August 31, 2020.

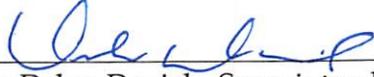
Expense (if applicable):

Total cost of this contract is \$2,376.00.

Fiscal Impact Including Source of Funds (if applicable):

This contract cost is included in the 2019-2020 ITS budget.

Approved: _____


Dr. Debra Daniels, Superintendent/President



6255 Barfield Road, Suite 200
Atlanta, GA 30328
USA

placing a Purchase Order to ensure prompt handling and delivery of your license key (via download). (3) Purchased Enhancement and Support is provided according to the terms in the following link
<https://www.gtsoftware.com/maintenancepolicies/>.

Date: July 1, 2019
Submitted by: Kanoë Bandy
Area Administrator: Severo Balason, VP of Student Services
Subject: Request for Approval



Board Meeting Date: August 14, 2019

Title of Board Item:

Approval of Taft Union High School soccer field rental for the fall semester 2019.

Background:

Taft College does not have it's own soccer facility. We have been using the TUHS soccer field for practices and competition since the inception of the program. This is our only option to continue our soccer programs.

Terms (if applicable):

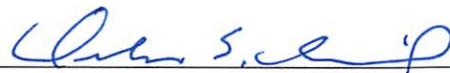
Expense (if applicable):

\$5000.00 rental fee for the semester plus fees for mowing and painting the field for games. See attached estimate.

Fiscal Impact Including Source of Funds (if applicable):

The fiscal impact will be shared with Instruction and Athletics.

Approved: _____



Dr. Debra Daniels, Superintendent/President



TAFT COLLEGE ATHLETICS

29 Cougar Court, Taft CA 93268 Office: 661-763-7779 Fax: 661-763-7891

Dr. Debra Daniels
Superintendent/
President

June 20, 2019

Severo Balason
Vice President
Student Services

Kanoe Bandy
Athletic Director
Volleyball Head Coach

Jennifer Edmaiston
Athletic Secretary

Bruce Ferguson
Certified Athletic Trainer

Tim Maui
Tara Kelley
Volleyball Asst. Coaches

Angelo Cutrona
Men's Soccer Head Coach

John Delaney
Robert Gonzalez
Men's Soccer Asst.

Myisha Cutrona
Women's Soccer
Head Coach

John Delaney
S

Robert Gonzalez
Women's Soccer
Asst. Coaches

Carly Flowers
Women's Basketball
Head Coach

Vince Maiocco
Baseball Head Coach

Chris DeFreece
J.L. Buchanan
Ryan Brown
Baseball Asst. Coaches

Garielle Brixy
Softball Head Coach

Kaylee Uribe
Softball Asst Coaches

Chad Sorensen
Men's Golf Head Coach

Bruce Burroughs
Women's Golf Head Coach

Josh Bryant, CBO
Taft Union High School
701 Wildcat Way
Taft, CA 93268

Dear Mr. Bryant:

On behalf of the Taft College Soccer Program, I would like to request the use of the Taft Union High School Soccer Fields for the men's and women's 2019 seasons.

Practice dates for the summer session would be from Monday, August 5 to Thursday, August 22, 2019 from 6:00 am to 9:00 am and 12:00 pm to 5:00 pm. Our fall schedule would be from August 26, 2019 to December 20, 2019, from 12:00 pm to 5:00 pm. I have attached our men's and women's tentative soccer schedules, if there are any changes, they will be forwarded to you.

If this request meets with your approval, please send a confirmation letter and invoice to submit to our Board for approval.

We sincerely appreciate your continued support and assistance. If you need additional information, please call at 763-7779.

Sincerely,

Kanoe Bandy
Athletic Director

cc: Rocky O'Neill, MOT
Robert Ramirez, Athletic Director

Activity Request - Taft Union High School

Please Print

After this activity request form has been approved and placed on the calendar, the activity is scheduled. To change a scheduled date, time, facility, or to cancel, please submit another request form.

6-20-19 Taft College Athletics Kanoe Bandyf
Today's Date Organization Advisor's/Requestor's Name
Use of soccer fields - practice & games Aug 5, 2019 - Dec 23, 2019
Type of Activity Date(s) Desired

Circle day(s) of week desired Sunday - Monday - Tuesday - Wednesday - Thursday - Friday - Saturday
6am - 9pm and again from 12pm - 5pm
Time Event Begins Set Up Time Ending Time

Soccer Fields
Facility/Destination: Facility needed or Destination/Location Room #/Name

This form is an original/first request for an activity
This form is a second request to change a date, time, facility, or to cancel the original/first request.
Original date of activity
Change of: Date Time Facility Cancel Activity
Special Needs: Do you need the building opening for you? Yes No
P.A. System Chairs # Tables #
Other needs (Be specific)

District transportation is required and has been requested.
If you need students to be released from class(es), please submit the list four (4) days in advance for proper notification of all concerned.

Approved by:

Advisor/Requestor Date
ASB Council Date
School Dude Date
Principal/Designee Date
Business Manager Date

Please be aware of the presence of asbestos containing materials located within certain buildings utilized by this school district. The District's Asbestos Management Plan is available for review at the Administration Office.

(Outside Organizations or Individuals Only)

I understand that: The use of Taft Union High School facilities by outside organizations or individuals is on space-available basis only. High school activities take priority and in some unusual instances may preempt outside activities even if the outside activities even if the outside activity was previously scheduled.

661-763-7779
Signature of outside organization/Individual(s) Phone Number
Taft College, 29 Cougar Court, Taft CA 93268
Mailing address of outside Organization/Individual(s)

**Taft Union High School District
Schedule of Facility Rental Fees & Hourly Rates**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center (Education Code 32282, 38131).

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, and organization shall present written authorization from the group or organization to make the application. Persons or organizations applying for the use of school facilities or grounds shall submit the following:

1. **Facilities Use Application** which includes a statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.
2. A completed **Hold Harmless Agreement**, and
3. A **Certificate of Insurance**

School facilities or grounds shall not be used for any of the following activities: 1) Any use by an individual or group for the commission of any crime or any act prohibited by law, 2) Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work or 3) Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco (cf. 3513.3 - Tobacco - Free Schools). The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds (Education Code 38134). Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134). Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134) As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Schedule of for us of TUHSD facilities rental fees are as follows:

Facility	Fees
Auditorium	\$1,000/event
Baseball Field, with lights	\$750/event
Baseball Field, without lights	\$350/event
Cafeteria, with kitchen	\$750/event
Cafeteria, without kitchen	\$500/event
Classroom Rental (Minimum Charge \$200)	\$50/hour
Farlow Gym - Girls' (Minimum Charge \$375)	\$125/hour
IRC Lecture Hall (Minimum Charge \$320 per day)	\$80/hour
Martin Memorial Stadium/Football field, with lights	\$3,500/event
Martin Memorial Stadium/Football field, without lights	\$2,500/event
Mullen Gym - Boys' (Minimum Charge \$525 per day)	\$175/hour
Swimming Pool (Minimum Charge \$1,000 per day)	\$200/hour
Tennis Courts, with lights	\$500/event
Tennis Courts, without lights	\$250/event
Track & Soccer Fields, with lights	\$750/event
Track & Soccer Fields, without lights	\$500/event
Labor Hourly Rate (When requested or required by District)	\$50/hour

Community Relations E(1) 1330
Taft Union High School District

701 Wildcat Way
Taft, California 93268

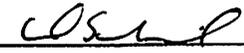
Business Office

Tel (661) 763-2300
Fax (661) 763-1445

**HOLD HARMLESS AGREEMENT
AND COVENANT NOT TO SUE**

I, Kanoe Bandy, Athletic Director, Taft College Athletics, in consideration for
(Person Requesting Use) (Name of Organization)
of being permitted to use facilities/equipment of the Taft Union High School District, Taft,
California, County of Kern, for the purpose of Men & Womens Soccer seasons and practice
between the dates of August 5, 2019, and
December 20, 2019, do hereby covenant and agree that the Taft Union High School District,
their officers, employees, agents, members or representatives shall not be liable for any loss,
damage, injury or liability of any kind to any person or property caused by or arising from
any use of the premises of the Taft Union High School District, or any part thereof, or by any
defect in any building, structure or improvement thereon, or in any equipment to be used
therein, or because of the same being out of repair or arising from any act or omission of the
undersigned or its agents, employees, nor shall the above enumerated entities be liable for
any loss, damage or injury from any cause whatsoever to the property or person of the
undersigned or any of its employees, agents or other persons using said premises, or any
item, or any part thereof.

The undersigned agrees to protect, indemnify, and covenant not to sue and hold harmless the
above-enumerated Taft Union High School District, for the use or occupancy of the premises
and arising from any state of condition of said premises, or item(s), or any part thereof.

Event Coordinator: Kanoe Bandy Phone: 661-763-7779
Authorized Agent Signature:  Date: 7/1/19
Authorized Agent Print Name: Dr. Debra Daniels
Title: Superintendent/President WKCCD

ADDRESS: Taft College Phone: Bus. 661-763-7900
29 Cougar Court Home: _____
Taft CA 93268



Taft College Cougars Men's Soccer 2019

Day	Date	Opponent	Location	Time
Sat.	Aug.17	Alumni Tournament	Taft	10:00 am
Tues.	Aug. 27	Norco College	Taft	3:00 pm
Wed.	Sept. 4	Oxnard College	Oxnard	4:00 pm
Fri.	Sept. 6	Allan Hancock	Santa Maria	4:00 pm
Tues.	Sept. 10	Santa Ana College	Taft	4:00 pm
Fri.	Sept. 13	College of the Canyons	Valencia	3:00 pm
Tues.	Sept. 17	Folsom Lake College	Folsom	4:00 pm
Fri.	Sept. 20	Santa Barbara City College	Taft	4:00 pm
Tues.	Sept. 24	Cerritos College	Taft	4:00 pm
Fri.	Sept. 27	Santa Ana College	Santa Ana	4:00 pm
Tues.	Oct. 1	★College of the Sequoias	Visalia	4:00 pm
Tues.	Oct. 8	★Clovis Community College	Taft	4:00 pm
Fri.	Oct. 11	★Fresno City College	Fresno	4:00 pm
Tues.	Oct. 15	San Bernardino Valley College	Taft	3:00 pm
Fri.	Oct.18	College of the Desert	Palm Desert	1:00 pm
Tues.	Oct. 22	College of the Canyons	Taft	3:00 pm
Fri.	Oct. 25	Chaffey College	Rancho Cucamonga	4:00 pm
Tues.	Oct. 29	★West Hills College	Taft	3:00 pm
Fri.	Nov.1	★College of the Sequoias	Taft	3:00 pm
Fri.	Nov. 8	★Clovis Community College	Clovis	3:00 pm
Tues.	Nov. 12	★Fresno City College	Taft	3:00 pm
Fri.	Nov. 15	★West Hills College	Lemoore	3:00 pm
Sat.	Nov. 23	1 st Round Playoffs	TBA	TBA
Tue.	Nov. 26	2 nd Round Playoffs	TBA	TBA
Sat.	Nov. 30	3 rd Round Playoffs	TBA	TBA
Fri-Sun	Dec. 6-8	State Championships	De Anza College	TBA

★Central Valley Conference

Head Coach: Angelo Cutrona
 Assistant Coaches: John Delaney, Robert Gonzalez
 Jesus Villalpando, Tony Cardona
 Athletic Trainer: Bruce Ferguson

Superintendent/President: Dr. Debra Daniels
 VP of Student Services: Severo Balason
 Athletic Director: Kanoe Bandy
 Athletic Secretary: Jennifer Edmaiston



Taft College Cougars Women's Soccer 2019

DAY	DATE	OPPONENT	LOCATION	TIME
Sat.	Aug. 17	Alumni Game	Taft	9:00 am
Thurs.	Aug. 29	Orange Coast College	Ventura	2:00 pm
Fri.	Aug. 30	San Diego Mesa College	Ventura	2:00 pm
Wed.	Sept. 4	Cerro Coso College	Taft	2:00 pm
Fri.	Sept. 6	Allan Hancock College	Santa Maria	2:00 pm
Fri.	Sept. 13	Lake Tahoe Community College	Lake Tahoe	3:00 pm
Sat.	Sept. 14	Lake Tahoe Community College	Lake Tahoe	12:00 pm
Fri.	Sept. 20	Santa Barbara City College	Taft	2:00 pm
Tues.	Sept. 24	College of Desert	Palm Desert	1:00 pm
Fri.	Sept. 27	Victor Valley City College	Taft	6:00 pm
Fri.	Oct. 4	Rio Hondo College	Whittier	2:00 pm
Tues.	Oct. 8	Pasadena City College	Taft	2:00 pm
Tues.	Oct. 15	Reedley College	Taft	1:00 pm
Fri.	Oct. 18	West Hills College	Taft	1:00 pm
Tues.	Oct. 22	College of Sequoias	Visalia	1:00 pm
Fri.	Oct. 25	Clovis City College	Clovis	2:00 pm
Tues.	Oct. 29	Fresno City College	Fresno	4:00 pm
Fri.	Nov. 1	Reedley College	Reedley	4:00 pm
Tues.	Nov. 5	West Hills College	Lemoore	3:00 pm
Fri.	Nov. 8	College of Sequoias	Taft	1:00 pm
Tues.	Nov. 12	Clovis City College	Taft	1:00 pm
Fri.	Nov. 15	Fresno City College	Taft	1:00 pm
Thur.	Nov. 21	Play-Ins	TBD	TBA
Sat.	Nov. 23	1 st Round Play-offs	TBD	TBA
Tues.	Nov. 26	2 nd Round Play-offs	TBD	TBA
Sat.	Nov. 30	3 rd Round Play-offs	TBD	TBA
Fri.- Sun.	Dec. 6-8	State Championship	De Anza College	TBA

Head Coach: Myisha Cutrona
Assistant Coaches: John Delaney,
Robert Gonzalez & Sierra Sagasta

Superintendent/President: Dr. Debra Daniels
Vice President of Student Services: Severo Balason
Athletic Director: Kanoe Bandy
Athletic Secretary: Jennifer Edmaiston
Athletic Trainer: Bruce Ferguson

29 Cougar Court, Taft, CA 93268 661-763-7779 FAX: 661-763-7891

Date: June 26, 2019
Submitted by: Richard Treece, Director of Facilities and Planning
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval

B

Board Meeting Date: July 10, 2019

Title of Board Item:

Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale

Background:

Board Policy 6550 allows for the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes and to establish a procedure for disposing of such property in accordance with applicable law. Administrative Procedure 6550 provides that any District personal property authorized for sale as surplus may be disposed of by way of a public auction conducted by employees of the District. Such property is to be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The items on the attached list are no longer useful for District purposes. It is my recommendation that the Board declare the items on the attached list as surplus personal property and authorize their sale in accordance with AP 6550 at a public auction conducted by employees of the District.

Terms (if applicable):

None.

Expense (if applicable):

None.

Fiscal Impact Including Source of Funds (if applicable):

The sale of surplus personal property would result in revenues to be used for capital outlay or deferred maintenance in accordance with AP 6550.

Approved: 

Dr. Debra Daniels, Superintendent/President

TC SURPLUS 2019/20 Lots 001 - 040

Lot#	Qty	Description
LOT#19-001	8	Classroom/Office Rolling Chairs (Plastic)
LOT#19-002	8	Classroom/Office Rolling Chairs (Plastic)
LOT#19-003	8	Classroom/Office Rolling Chairs (Plastic)
LOT#19-004	8	Classroom/Office Rolling Chairs (Plastic)
LOT#19-005	8	Classroom/Office Rolling Chairs (Padded)
LOT#19-006	8	Classroom/Office Rolling Chairs (Padded)
LOT#19-007	4	Office Chairs with Arms
LOT#19-008	4	(4) Office Chairs, (3) Highback w Arms
LOT#19-009	2	Low Profile Lounge Chairs
LOT#19-010	6	Sled Chairs with Desk Top
LOT#19-011	13	Sled Classroom Chairs
LOT#19-012	12	Sled Classroom Chairs
LOT#19-013	3	Pedestal Chairs
LOT#19-014	4	Miscellaneous Chairs
LOT#19-015	1	(1) small DVD/CD Shelves; (1) large DVD/CD Shelves (1) single pedestal Desk; (1) 2-Drawer Bookshelf; (1) Wooden
LOT#19-016	1	Bookshelf; (1) Metal Bookshelf
LOT#19-017	1	4-Drawer Lateral File Cabinet
LOT#19-018	1	5-Drawer File Cabinet
LOT#19-019	2	(2) 5-Drawer Lateral File Cabinet; (1) 5-Drawer file cabinet
LOT#19-020	1	Library Magazine Racks
LOT#19-021	1	Library Magazine Racks
LOT#19-022	31	File Cabinets
LOT#19-023	1	Bench Press
LOT#19-024	1	Abs Machine
LOT#19-025	1	Back Machine
LOT#19-026	1	Incline Bench Press
LOT#19-027	1	Incline Bench
LOT#19-028	2	Back Machine
LOT#19-029	1	Vertical Chest Press
LOT#19-030	1	Tricep Machine
LOT#19-031	1	Shoulder Press
LOT#19-032	1	Weight Rack
LOT#19-033	1	Pull-Up Machine
LOT#19-034	1	Pull-Down Machine
LOT#19-035	1	Plates for Bench
LOT#19-036	1	Plates for Bench
LOT#19-037	1	1985 GMC Flat Bed
LOT#19-038	1	Dodge Van
LOT#19-039	1	John Deere
LOT#19-040	1	Kubota Tractor

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78042763	06/03/2019	A00200025Academic Senate	I0058165	95189941	11000	211	5710	49999	540.00
78042764	06/03/2019	A00222771Academic Senate for Communit	I0058183	93653911	11000	202	5710	60100	540.00
78042765	06/03/2019	A00292936Albertson's LLC	I0058180	17768905	39000	314	4311	64991	756.24
78042766	06/03/2019	A00200376Amerio, Barbara J.	I0058159	052119	12551	353	5710	64600	220.72
78042767	06/03/2019	A00200052AP Architects	I0058197	11555	42350	000	5510	71003	11,913.25
						11007	401	5510	2,030.00
78042768	06/03/2019	A00290343Bauer, Amanda M.	I0058160	051919	11000	401	5710	67200	360.04
78042769	06/03/2019	A00015850Berry, Wendy J.	I0058170	050319	11000	209	4311	04014	49.44
			I0058185	051519	11000	209	4311	04014	167.48
78042770	06/03/2019	A00200107Bright House Networks	I0058168	051919	31000	423	5840	69100	126.39
78042771	06/03/2019	A00200107Bright House Networks	I0058190	06378770	12560	223	5645	09565	309.93
78042772	06/03/2019	A00200181City of Taft	I0058161	06/01/19	39000	314	5850	64991	486.98
78042773	06/03/2019	A00200181City of Taft	I0058193	06-01-19	31000	423	5850	69100	96.81
78042774	06/03/2019	A00237331Dumbrigue, Joanne Lucille V.	I0058163	MAY 19	12551	353	5710	64600	122.84
78042775	06/03/2019	A00309519Farewell, Lachelle E.	I0058175	050219	11008	210	5510	20010	1,300.00
78042776	06/03/2019	A00309706Four Points Sheraton San Fra	I0058164	96978948	12495	319	5710	61900	1,232.99
78042777	06/03/2019	A00200950Furman, Tori J.	I0058179	032819	12642	223	5710	68900	38.74
78042778	06/03/2019	A00201045Golling, Greg P.	I0058191	051519	11000	209	4311	04012	66.08
78042779	06/03/2019	A00200627Gonzalez, Lourdes	I0058196	050719	12000	303	4410	64300	168.16
			I0058198	05/07/19	12599	309	4310	64992	270.00
78042780	06/03/2019	A00201160Hall Silveira, Margaret M.	I0058171	041019	33429	310	4310	69200	157.06
						33588	310	5990	0.00
78042781	06/03/2019	A00309613Holiday Inn Express SFO-Airp	I0058182	47978196	11000	202	5710	60100	982.04
78042782	06/03/2019	A00269582Jiles, Michael L.	I0058177	04/30/19	11000	210	4310	21056	138.46
78042783	06/03/2019	A00283088Mitchell, David T.	I0058184	051419	11000	209	4311	17018	14.99
78042784	06/03/2019	A00309624New Readers Press	I0058162	8901121	31000	423	4110	69100	46.00
						31000	423	5940	7.00
78042785	06/03/2019	Voided Check							
78042786	06/03/2019	Voided Check							
78042787	06/03/2019	A00200498Office Depot	I0058122	31205517	12477	203	4310	61200	81.55
			I0058123	31397849	12643	223	4310	60103	282.74
			I0058124	31739985	11000	421	4310	67200	75.41
78042787	06/03/2019	A00200498Office Depot	I0058124	31739985	32000	422	4310	69400	12.04
						11000	401	4310	17.32
			I0058125	31571733	11000	209	4310	04011	63.22
			I0058126	31852460	11000	202	4310	60100	68.73
			I0058127	31641769	12000	303	4310	64300	349.01
			I0058128	31694094	11000	431	4310	65100	187.82
			I0058129	31573419	12000	303	4410	64300	525.14
			I0058130	31235677	12000	303	7605	64300	3,149.34
			I0058131	31392263	11000	431	4310	65100	54.69
			I0058132	31340393	11000	431	4310	65100	383.54
			I0058133	31399427	11000	207	4311	49999	69.16
			I0058134	31686561	11000	352	4310	69610	147.86
			I0058135	31409229	12401	353	4310	64600	230.98
			I0058136	31501141	39000	314	4311	64991	367.59
			I0058137	31711955	33528	310	4310	69200	158.50
			I0058138	31619856	11000	210	4310	20015	32.60
			I0058139	31414343	11000	209	4310	19051	8.14
			I0058140	31279566	11000	209	4318	17012	308.86
			I0058141	31213646	11000	210	4310	13052	54.19

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			I0058142	31111170	11000	209	4310	17013	114.03
			I0058144	30928101	12643	223	4310	60103	107.67
			I0058145	30698010	11000	210	4310	21056	11.46
					11000	210	6411	21056	433.05
78042787	06/03/2019	A00200498Office Depot	I0058146	30884794	11000	421	6411	67200	251.79
			I0058147	30895597	11000	209	4318	17012	154.43
			I0058148	30840054	11000	202	4310	60100	57.46
			I0058149	30949399	11000	209	4310	17017	34.99
			I0058150	30333679	12495	319	4310	61900	256.15
			I0058151	30487492	11000	212	4310	49999	91.24
			I0058152	30655559	11000	352	4310	69619	252.24
			I0058153	30755108	11000	210	4310	20014	94.76
78042788	06/03/2019	A00288699Olivares, Dominique A.	S0047253		11000		9526		200.00
78042789	06/03/2019	A00200508P. G. & E.	I0058169	051519	31000	423	5820	69100	619.60
					31000	423	5830	69100	8.12
78042790	06/03/2019	A00200508P. G. & E.	I0058199	05/15/19	11000	431	5830	65700	8,841.46
					39000	314	5830	64991	3,632.93
					33428	310	5830	69200	4,732.47
					33588	310	5830	69200	96.58
78042791	06/03/2019	A00200598Polski, Robin J.	I0058154	042619	11000	210	5710	20015	243.24
78042792	06/03/2019	A00200990Reich, Tristina R.	I0058176	041519	39000	314	5710	64991	49.95
78042793	06/03/2019	A00256927Richards, Kristi N.	I0058158	050919	12562	223	5710	63100	115.00
78042794	06/03/2019	A00241620Sanchez, Morgan E.	I0058195	042819	12000	303	4410	64300	9.70
78042795	06/03/2019	A00200396Spurr	I0058188	98965	11000	431	5820	65700	3,888.63
						35827	357	5820	600.12
						33428	310	5820	259.53
78042796	06/03/2019	Cancelled Check							
78042797	06/03/2019	A00200430Taft Plaza, LLC	I0058178	JUN 19	31000	423	5611	69100	1,907.00
78042798	06/03/2019	A00243766Tweedy, Allisa M.	I0058187	050319	12560	223	5710	60103	179.65
78042799	06/03/2019	A00200284U.S. Foods	I0058173	3742619	32000	422	4410	69400	4,678.57
			I0058174	3742621	33429	310	4410	69200	939.34
			I0058192	3874126	33429	310	4410	69200	805.14
			I0058194	4008328	32000	422	4410	69400	4,990.88
					32000	422	4411	69400	121.45
78042800	06/03/2019	A00289755Valdez, Priscilla	S0044559		11000		9526		276.00
78042801	06/03/2019	A00200338Verizon Wireless	I0058172	98292013	11000	357	5840	69700	150.99
78042802	06/03/2019	A00200354Wells, Susan J.	I0058155	051319	39000	312	5710	64991	384.82
			I0058156	052219	39000	312	5710	64991	431.27
			I0058157	052319	39000	312	5710	64991	284.75
78042803	06/03/2019	A00200355West Kern Water District	I0058166	051519	11000	431	5810	65700	143.17
					39000	314	5810	64991	36.25
78042804	06/03/2019	A00275443WestAir Gases & Equipment In	I0058167	80249713	12560	223	4311	09565	486.20
78042805	06/03/2019	A00272268Woodall, Natalie E.	I0058181	051619	12000	303	4310	64300	80.28
78042806	06/05/2019	A002000164Imprint	I0058234	7238738	31000	423	4310	69100	334.66
					31000	423	5940	69100	28.35
78042807	06/05/2019	A00293918A&B Athletics	I0058261	3913	11000	352	4310	69614	986.70
78042808	06/05/2019	A00200017A.P.I. Plumbing	I0058266	13041	11000	431	4312	65100	109.40
					35819	357	4310	69700	61.13
					35819	357	5632	69700	160.00
78042809	06/05/2019	A00200028ACHRO/EEO Treasurer	I0058212	19/20	12571	411	5210	67300	250.00
78042810	06/05/2019	A00200043American Express	I0058285	11005052	11000	000	7211	00000	31,009.35

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78042811	06/05/2019	A00200437	Anderson, Amber D.	I0058200	052419	11000	358	5510	62100	1,600.00
78042812	06/05/2019	A00269058	Aramark Uniform Services	I0058232	60212467	11000	431	5870	65100	237.42
						11000	205	5870	12042	12.00
						39000	314	5870	64991	18.00
78042813	06/05/2019	A00200064	B & B Surplus	I0058224	253694	12643	223	4311	09565	168.38
78042814	06/05/2019	A00200066	Bacsko	I0058249	5525230	35827	357	4312	69700	756.58
78042815	06/05/2019	A00292250	Banks pest Control	I0058264	712264	11000	431	5860	65100	165.00
78042816	06/05/2019	A00200105	Brandco	I0058246	21712	11000	431	4320	65100	11.15
78042817	06/05/2019	A00200109	Brown & Reich Petroleum, Inc	I0058230	6720	11000	432	4316	67703	353.56
				I0058252	6721	39000	314	4316	64991	212.60
78042818	06/05/2019	A00099735	Burch, Kelsey	I0058207	MAY 19	39000	314	5710	64991	14.96
78042819	06/05/2019	A00200146	Carolina Biological Supply C	I0058220	50698828	11000	209	4311	04014	643.08
				I0058221	50698811	11000	209	4311	04014	158.26
				I0058236	50627162	11000	210	4311	49999	413.80
78042820	06/05/2019	A00201051	Central Sanitary Supply	I0058205	971920	33528	310	4310	69200	1,456.36
				I0058206	972441	33429	310	4310	69200	119.27
78042821	06/05/2019	A00200182	City of Taft Police Departme	I0058226	#0419WKC	11000	431	5990	65300	29.00
						12000	340	5990	64951	29.00
						11000	411	5985	67300	29.00
						12000	303	5990	64300	29.00
78042822	06/05/2019	A00284437	Council for Opportunity in E	I0058241	14870422	12000	340	5210	64951	3,250.00
78042823	06/05/2019	A00307875	Courts & Greens, Inc.	I0058284	1517	11007	431	6211	70990	59,950.00
78042824	06/05/2019	A00200307	Farmer Bros. Company	I0058276	69068379	32000	422	4410	69400	363.70
78042825	06/05/2019	A00200308	Federal Express Corporation	I0058243	6-547-80	11000	401	5940	67705	26.98
78042826	06/05/2019	A00200323	Flinn Scientific, Inc.	I0058213	2345869	11000	209	4310	19051	74.39
78042827	06/05/2019	A00212896	Foundation for California Co	I0058247	1021521	41000	000	5642	67900	4,282.60
78042828	06/05/2019	A00283264	Frontier California Inc.	I0058201	77000528	11000	431	5840	65700	1,008.49
78042829	06/05/2019	A00283264	Frontier California Inc.	I0058202	79000528	11000	431	5840	65700	776.01
78042830	06/05/2019	A00200655	Henry Schein, Inc.	I0058255	64762079	11008	301	6412	67701	1,257.71
78042831	06/05/2019	A00280910	Independent Living Center of	I0058227	4583	39000	314	4310	64991	354.44
78042832	06/05/2019	A00201057	Johnstone Supply	I0058265	S1841227	11000	431	6412	65100	911.36
78042833	06/05/2019	A00200712	Kern County Supt. of Schools	I0058244	903424	11000	421	5990	67200	774.75
78042834	06/05/2019	A00200715	Kern Electric Distributors	I0058223	570185	12643	223	4311	09565	104.14
78042835	06/05/2019	A00282661	Madding, Justin	I0058210	MAY 19	11000	421	5710	67200	39.67
78042836	06/05/2019	A00258702	Martinson, Larry	I0058281	4202019	31000	423	4310	69100	800.00
						31000	423	5940	69100	50.00
78042837	06/05/2019	A00227772	MBS Textbook Exchange, Inc.	I0058280	47-47589	31000	423	4115	69100	1,031.75
						31000	423	4110	69100	1,270.17
						31000	423	5940	69100	278.84
78042838	06/05/2019	A00200585	NAEYC	I0058218	301562	31000	423	4110	69100	1,000.00
						31000	423	5940	69100	6.50
78042839	06/05/2019	A00200595	NCS Pearson	I0058245	V1904000	11000	306	4310	49306	305.00
78042840	06/05/2019	A00205869	NISOD	I0058260	5401	11000	411	5210	67300	1,025.00
78042841	06/05/2019	A00252523	Oak Hall Cap and Gown	I0058219	1598116	31000	423	4310	69100	11,125.75
						31000	423	5940	69100	159.80
				I0058231	1808749	31000	423	4310	69100	1,903.40
						31000	423	5940	69100	48.81
				I0058283	1852443	31000	423	4310	69100	1,400.90
						31000	423	5940	69100	171.83
78042842	06/05/2019	A00256166	Obeso Vents	I0058240	46	32000	422	5632	69400	450.00
78042843	06/05/2019	A00200498	Office Depot	I0058208	30485929	12653	301	4310	63900	274.70

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			I0058209	31627153	11000	205	4310	12042	31.56
78042843	06/05/2019	A00200498Office Depot	I0058209	31627153	11000	205	4310	12042	125.39
			I0058211	30337072	11000	411	4310	67300	94.46
78042844	06/05/2019	A00200502Orange Belt Stages	I0058237	120781	11000	352	5750	69610	3,900.00
			I0058278	120209	11000	202	5740	60100	1,535.00
78042845	06/05/2019	A00274574Penguin Random House LLC	I0058217	10880325	31000	423	4110	69100	129.44
78042846	06/05/2019	A00200522Pepsi-Cola Company	I0058235	57227658	31000	423	4310	69100	31.50
			I0058271	40784954	32000	422	4410	69400	1,566.52
78042847	06/05/2019	A00231833Ray A. Morgan Company Inc.	I0058262	2511519	11000	202	5641	60100	415.40
78042848	06/05/2019	A00210330Redleaf Press	I0058277	470732	11000	210	4311	13053	653.68
78042849	06/05/2019	A00218940Roaring Spring Paper Product	I0058279	621289	31000	423	4310	69100	1,406.00
					31000	423	5940	69100	114.59
78042850	06/05/2019	A00285838Sammy's Detail	I0058229	544	11000	432	5632	67703	125.00
78042851	06/05/2019	A00202968San Joaquin Chemicals, Inc.	I0058263	127335	11000	431	5641	65100	1,175.00
78042852	06/05/2019	A00284054Sorensen, Chad	I0058274	050519	11000	352	5750	69610	354.96
78042853	06/05/2019	A00200393Sparkletts	I0058222	042619	12560	223	4310	09565	130.98
78042854	06/05/2019	A00200393Sparkletts	I0058253	05-02-19	11000	113	4310	67801	133.93
78042855	06/05/2019	A00211077Strata Information Group	I0058189	31730	12569	353	5510	64600	212.50
78042856	06/05/2019	A00200417Sysco Food Service of Ventur	I0058273	17983765	32000	422	4411	69400	462.18
					32000	422	4411	69400	1,718.03
					32000	422	4410	69400	7,269.32
			I0058282	17982541	33429	310	4410	69200	2,373.38
78042857	06/05/2019	A00200419T.C. Clearing Account	I0058215	120118	11000	421	5990	67200	2,485.96
					11000	421	7130	67200	30.00
78042858	06/05/2019	A00200419T.C. Clearing Account	I0058239	110118	11000	421	5990	67200	1,306.11
					11000	421	5990	67200	30.00
					11000	421	7130	67200	0.00
78042859	06/05/2019	A00200423Taft City School District	I0058268	19-145	11000	432	4310	67703	182.69
					11000	432	5632	67703	335.00
					39000	314	5632	64991	33.50
78042860	06/05/2019	A00200862Taft College Bookstore	I0058214	9389	11000	210	4311	20014	82.58
78042861	06/05/2019	A00200862Taft College Bookstore	I0058216	9664.	11000	358	4310	62100	75.02
78042862	06/05/2019	A00200862Taft College Bookstore	I0058225	9364	11000	411	4310	67300	58.98
78042863	06/05/2019	A00200862Taft College Bookstore	I0058228	6935	12000	340	4311	64951	6.13
78042864	06/05/2019	A00200862Taft College Bookstore	I0058242	9228.	12000	303	4310	64300	1,183.05
					12599	309	4310	64992	102.88
78042865	06/05/2019	A00200862Taft College Bookstore	I0058248	9031.	11000	431	5940	65100	14.27
78042866	06/05/2019	A00200862Taft College Bookstore	I0058251	042319	12000	303	7607	64300	5,458.39
78042867	06/05/2019	A00200862Taft College Bookstore	I0058254	9271	11000	358	4310	62100	267.02
78042868	06/05/2019	A00200862Taft College Bookstore	I0058256	9027	11000	401	4310	67200	73.01
78042869	06/05/2019	A00200862Taft College Bookstore	I0058257	9151	11000	210	4311	20014	360.04
78042870	06/05/2019	A00200862Taft College Bookstore	I0058258	9190	11000	210	4310	21056	241.15
78042871	06/05/2019	A00200862Taft College Bookstore	I0058259	8376	11000	210	4310	13053	84.03
					11000	208	4310	15011	214.45
78042872	06/05/2019	A00200862Taft College Bookstore	I0058269	7648	11000	302	4310	63100	213.43
78042873	06/05/2019	A00200862Taft College Bookstore	I0058270	7628	12589	202	4311	60100	8,151.00
78042874	06/05/2019	A00200432Taft Union High School	I0058203	19-013	11000	302	5990	63100	2,175.00
78042875	06/05/2019	A00256341Terminix	I0058204	38562983	33588	310	5860	69200	435.00
78042876	06/05/2019	A00200282True Value Home Center	I0058250	408051	11000	431	4312	65100	117.95
			I0058267	407476	11000	431	4310	65100	180.06
					11000	431	4310	65500	3.39

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					35827	357	4310	69700	634.26	
					35819	357	4310	69700	310.90	
		I0058275	406567	11007	431	6211	70990		23.32	
					33588	310	4310	69200	74.78	
78042877	06/05/2019	A00200343Vistar Corporation		I0058272	55009172	32000	422	4410	69400	747.86
78042878	06/05/2019	A00275443WestAir Gases & Equipment In		I0058233	80249712	31000	423	4321	69100	24.20
				I0058238	80249711	11000	352	4310	69610	24.20
78042879	06/06/2019	A00297847Allen, Kaitlyn L.		S0047472		11000		9526		150.00
78042880	06/06/2019	A00106005Archibald, Heidi D.		S0047473		11000		9526		140.00
78042881	06/06/2019	A00290438Cabrera, Alexander D.		S0047474		11000		9526		150.00
78042882	06/06/2019	A00290439Cabrera, Christian M.		S0047475		11000		9526		150.00
78042883	06/06/2019	A00297584Campos, Eberardo		S0047476		11000		9526		150.00
78042884	06/06/2019	A00297752Contreras, Reynaldo		S0047477		11000		9526		145.00
78042885	06/06/2019	A00291304Cruz, Jacob A.		S0047478		11000		9526		150.00
78042886	06/06/2019	A00290531Fujitani, Erin H.		S0047479		11000		9526		150.00
78042887	06/06/2019	A00296806Gandara, Uriel		S0047480		11000		9526		150.00
78042888	06/06/2019	A00295028Garza, Leilani E.		S0047481		11000		9526		145.00
78042889	06/06/2019	A00283318Gonzalez, Sergio		S0047482		11000		9526		150.00
78042890	06/06/2019	A00288993Jimenez, Leslie		S0047483		11000		9526		150.00
78042891	06/06/2019	A00291672Jones, Zachary I.		S0047484		11000		9526		150.00
78042892	06/06/2019	A00289331Lemus, Yailene A.		S0047485		11000		9526		150.00
78042893	06/06/2019	A00292136McCallum, James L.		S0047486		11000		9526		150.00
78042894	06/06/2019	A00290112McCarthy, Kenji S.		S0047487		11000		9526		150.00
78042895	06/06/2019	A00280790McDonald, Leah K.		S0047488		11000		9526		150.00
78042896	06/06/2019	A00288523Meza, Maria G.		S0047489		11000		9526		150.00
78042897	06/06/2019	A00301873Miller, Samara M.		S0047490		11000		9526		150.00
78042898	06/06/2019	A00283198Montoya, Irving A.		S0047491		11000		9526		150.00
78042899	06/06/2019	A00281084Napoleon, Allison K.		S0047492		11000		9526		150.00
78042900	06/06/2019	A00281556Ocampo, Marcos A.		S0047493		11000		9526		145.00
78042901	06/06/2019	A00288699Olivares, Dominique A.		S0047494		11000		9526		150.00
78042902	06/06/2019	A00298665Oliver, Craig M.		S0047495		11000		9526		145.00
78042903	06/06/2019	A00289816Orellana, Leonardo		S0047496		11000		9526		145.00
78042904	06/06/2019	A00291238Osorio, Alexis		S0047497		11000		9526		150.00
78042905	06/06/2019	A00302517Pearson, Jake A.		S0047498		11000		9526		150.00
78042906	06/06/2019	A00286546Perez, Alan		S0047499		11000		9526		150.00
78042907	06/06/2019	A00305719Perez, Joshua A.		S0047500		11000		9526		150.00
78042908	06/06/2019	A00290341Ramirez Rodriguez, Javier J.		S0047501		11000		9526		150.00
78042909	06/06/2019	A00290122Rolon Resto, Andres A.		S0047502		11000		9526		150.00
78042910	06/06/2019	A00297364Santiago, Miguel A.		S0047470		11000		9526		150.00
78042911	06/06/2019	A00300236Thomas, Morgan R.		S0047471		11000		9526		150.00
78042912	06/12/2019	A00200023Abate-A-Weed		I0058384	1433777	11000	431	4310	65500	1,093.93
78042913	06/12/2019	A00284634Abbott, Amar I.		I0058286	010719	12000	311	5710	64200	658.60
78042914	06/12/2019	A00200026Accrediting Commission for C		I0058298	3772	11000	111	5210	66002	25,593.00
78042915	06/12/2019	A00306660Advanced Data Storage, Inc.		I0058307	01295554	11000	207	5990	49999	22.00
78042916	06/12/2019	A00292936Albertson's LLC		I0058355	177691	32000	422	4410	69400	36.48
				I0058362	17769005	33429	310	4410	69200	571.26
78042917	06/12/2019	A00238497All-Tech Electronic Systems,		I0058382	866	11007	431	6211	70990	7,845.00
78042918	06/12/2019	A00200053Apple Computer Inc.		I0058340	AA191088	11000	209	4310	17013	213.43
				I0058370	AA192139	11000	209	6415	17014	53.57
						11000	209	6415	17014	74.00
						11000	209	6415	17014	1,183.68

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					11000	209	6415	17014	99.00	
					11000	209	6415	17014	127.63	
78042919	06/12/2019	A00269058Aramark Uniform Services	I0058388	60213909	11000	431	5870	65100	237.42	
					11000	205	5870	12042	12.00	
					39000	314	5870	64991	18.00	
78042920	06/12/2019	A00219472Arbor Crest Publishing	I0058312	2019-137	31000	423	4110	69100	1,940.00	
					31000	423	5940	69100	85.98	
78042921	06/12/2019	Cancelled Check								
78042922	06/12/2019	A00200063Austin's Pest Control, Inc.	I0058294	MAY 19	11000	431	5860	65100	515.00	
78042923	06/12/2019	A00250001Blake, Paul A.	I0058404	052019	11000	209	4310	09011	195.89	
78042924	06/12/2019	A00274011Bronco Electric, Inc.	I0058391	319939	11000	431	5631	65100	700.73	
78042925	06/12/2019	A00200109Brown & Reich Petroleum, Inc	I0058393	7045	11000	432	4316	67703	101.40	
78042926	06/12/2019	A00200112BSK & Associates, Inc.	I0058357	0087757	42350	000	5510	71002	311.00	
					11007	431	6211	65100	140.00	
					11008	431	6120	69609	140.00	
78042927	06/12/2019	A00309722Bucks Landscape Materials an	I0058365	95884	11000	431	4310	65500	296.46	
78042928	06/12/2019	A00200119C.A. Reding Company, Inc.	I0058324	1811032	12201	203	5641	61200	1,286.60	
78042929	06/12/2019	A00200134Canon Financial Services, In	I0058337	20098285	11000	401	5641	67701	882.91	
78042930	06/12/2019	A00200146Carolina Biological Supply C	I0058371	50700813	12560	223	4311	60103	938.89	
					11000	210	4311	21056	1,694.48	
78042931	06/12/2019	A00200161CDW-G	I0058338	SHS9685	12000	340	6412	64951	953.20	
78042932	06/12/2019	A00200168Central Valley Occupational	I0058309	00132298	11000	411	5985	67300	140.00	
78042933	06/12/2019	A00277634Comevo, Inc.	I0058347	2501	12000	319	5641	63200	6,151.00	
78042934	06/12/2019	A00200200Computerland of Silicon Vall	I0058335	160229	12653	301	5643	63900	14,125.50	
78042935	06/12/2019	A00280761County of Kern Public Works	I0058302	050819	11000	431	5850	65100	74.12	
					I0058379	11000	431	5850	65100	8.33
78042936	06/12/2019	A00200238Department of Justice	I0058310	371012	11000	431	5990	65300	32.00	
					12000	340	5990	64951	32.00	
					11000	411	5985	67300	32.00	
					11000	306	5990	49306	32.00	
					39000	314	5990	64991	32.00	
					12000	303	5990	64300	32.00	
78042937	06/12/2019	A00277845Double D Cleaning Service	I0058361	049	12560	223	5890	09565	360.00	
78042938	06/12/2019	A00200259Driller Printers	I0058316	00019634	33591	310	4310	69200	214.50	
78042939	06/12/2019	A00200273Ebsco Subscription Service	I0058325	0415571	12477	203	4211	61200	3,340.87	
78042940	06/12/2019	A00309719Ellis, Nick	I0058287	052419	11000	356	5970	68100	900.00	
78042941	06/12/2019	A00029774Enciso, Rigoberto	I0058342	051719	11000	202	4310	60100	45.00	
78042942	06/12/2019	A00301028Garcia Casique, Misael	S0047503		11000		9526		150.00	
78042943	06/12/2019	A00045424Hamblin, Sarah L.	I0058395	100	12639	301	5510	64900	141.26	
78042944	06/12/2019	A00200655Henry Schein, Inc.	I0058328	65022034	12651	205	4311	12042	1,313.72	
					I0058329	11008	206	6414	12042	5,995.28
78042945	06/12/2019	A00201122Home Depot Credit Services	I0058380	34060513	11000	431	4310	65100	1,705.18	
78042946	06/12/2019	A00244581Independent Fire and Safety,	I0058386	3721	11000	431	5631	65100	1,070.10	
78042947	06/12/2019	A00231183Iron Nikkel Steel Builders	I0058376	100557	11008	431	6120	69200	2,200.00	
78042948	06/12/2019	A00200680J & L Locksmithing	I0058392	015808	11000	431	4310	65100	10.72	
					11000	431	5632	65100	0.01	
78042949	06/12/2019	A00201057Johnstone Supply	I0058334	S1841238	35000	357	6412	69700	766.25	
78042950	06/12/2019	A00200698Jones, Diane M.	I0058356	042419	11000	209	5642	17012	14.99	
78042951	06/12/2019	A00200715Kern Electric Distributors	I0058303	569996	11000	431	4310	65100	936.64	
					I0058381	11000	431	4310	65100	211.07
78042952	06/12/2019	A00309638Lackey, Stacy	I0058396	100	12639	301	5510	64900	141.26	

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78042953	06/12/2019	A00200729Landauer, Inc.	I0058331	10067591	11000	205	4311	12042	48.00
78042954	06/12/2019	A00294618McNeil and Associates, LLC	I0058349	16	11000	111	5510	66002	3,150.00
78042955	06/12/2019	A00298671Mendez, Mariah M.	S0047504		11000		9526		90.00
78042956	06/12/2019	A00277751Mendoza, Tina C.	I0058341	050419	11000	210	5710	49999	300.00
78042957	06/12/2019	A00293117Michael Flooring Inc.	I0058327	I-3525	11008	431	6120	69609	19,337.13
78042958	06/12/2019	A00283088Mitchell, David T.	I0058403	050219	11000	209	4315	17018	160.66
78042959	06/12/2019	A00234628MPS	I0058313	83371095	31000	423	5940	69100	13.20
78042960	06/12/2019	A00252523Oak Hall Cap and Gown	I0058297	1856067	31000	423	4310	69100	2,206.60
						31000	423	5940	49.56
78042961	06/12/2019	A00271462OCLC, Inc.	I0058326	00006613	12477	203	5643	61200	4,285.99
78042962	06/12/2019	A00200498Office Depot	I0058291	32137903	11000	431	4310	65100	16.34
			I0058292	30486055	12653	301	4310	63900	1,202.85
			I0058314	31367441	31000	423	4321	69100	241.88
78042963	06/12/2019	A00200505OT Cookhouse & Saloon	I0058289	24-TCGC-	12653	301	5990	63900	345.56
						12653	301	4410	776.28
78042964	06/12/2019	A00200508P. G. & E.	I0058346	05/02/19	12560	223	5830	09565	369.67
78042965	06/12/2019	A00201906Payne, Ruby M.	I0058344	051319	11000	209	4315	17014	14.99
78042966	06/12/2019	A00060678Popejoy, Alan W.	I0058397	100	12639	301	5510	64900	141.26
78042967	06/12/2019	A00200541Proforma	I0058320	BB710078	11000	356	5970	68100	619.76
			I0058321	BB710077	11000	301	4318	64500	817.25
						11508	301	4318	1,409.89
78042968	06/12/2019	A00309718Ramirez, Ivan	I0058288	052419	11000	356	5970	68100	1,050.00
78042969	06/12/2019	A00231833Ray A. Morgan Company Inc.	I0058360	2523340	12643	223	4318	09565	32.79
78042970	06/12/2019	A00309226Rivera, Edward P.	I0058311	041619	11000	306	5990	49306	20.00
78042971	06/12/2019	A00280086Rothgeb, Julie J.	I0058358	051319	12643	223	4310	09565	45.64
78042972	06/12/2019	A00285838Sammy's Detail	I0058390	559	11000	432	5632	67703	190.00
78042973	06/12/2019	A00309642Schoneweis, Caroline	I0058398	100	12639	301	5510	64900	141.26
78042974	06/12/2019	A00200481Sehi Computer Products	I0058350	I0019052	11000	208	6415	15012	955.16
			I0058351	I0019053	11000	211	6412	49999	1,146.07
						11000	211	6412	215.14
			I0058368	I0019070	11000	208	6415	15010	1,140.40
78042975	06/12/2019	A00298499Servpro of SW Bakersfield	I0058402	5200271	11000	431	6211	65100	6,442.58
78042976	06/12/2019	A00200393Sparkletts	I0058295	052319	11000	209	4310	49999	70.48
78042977	06/12/2019	A00200393Sparkletts	I0058322	051019	31000	423	4321	69100	22.02
78042978	06/12/2019	A00200393Sparkletts	I0058330	05.02.19	11000	205	5641	12042	171.16
78042979	06/12/2019	A00237176SSD Systems	I0058323	R-001253	31000	423	5880	69100	59.34
78042980	06/12/2019	A00287260Stinson Stationers Inc.	I0058333	861529-0	11000	421	4318	67704	296.17
78042981	06/12/2019	A00200400Stinson's	I0058304	861560-0	11000	112	6412	67800	39.88
						12643	223	4318	45.65
78042981	06/12/2019	A00200400Stinson's	I0058336	862927-0	12000	353	4310	64600	91.75
						12000	353	4310	122.84
						11000	112	4310	0.01
			I0058354	862568-0	12000	303	4318	64300	114.23
						12000	303	4318	560.23
						12000	303	4318	1,573.35
			I0058369	862927-1	11000	112	4310	67800	15.89
78042982	06/12/2019	A00211077Strata Information Group	I0058353	32540	11000	113	5510	67801	4,547.50
						11000	113	5510	7,310.00
						11000	113	5510	1,572.50
78042983	06/12/2019	A00277399Sundgren, Lori A.	I0058332	010819	11000	212	4310	49999	11.24
78042984	06/12/2019	A00200417Sysco Food Service of Ventur	I0058317	17984417	33429	310	4410	69200	12,845.16

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			I0058363	17985089	33429	310	4410	69200	498.74
78042985	06/12/2019	A00200421Tacony Corporation	I0058389	741210	11000	431	4312	65300	1,252.77
78042986	06/12/2019	A00200423Taft City School District	I0058378	19-153	11000	432	4310	67703	227.21
					11000	432	4316	67703	10.00
					11000	432	5850	67703	5.00
					11000	432	5632	67703	301.50
78042987	06/12/2019	A00200425Taft College	I0058385	051319	31000	423	7130	69100	255.00
78042988	06/12/2019	A00200862Taft College Bookstore	I0058299	9270	11000	101	4310	66004	215.53
78042989	06/12/2019	A00200862Taft College Bookstore	I0058301	9370	11000	202	4311	60100	58.98
					11000	208	4311	15016	58.98
					11000	203	4311	61200	58.98
					11000	202	4311	60100	58.98
					11000	209	4311	19011	58.98
					11000	207	4311	05062	58.98
					11000	209	4311	08354	58.98
					11000	202	4311	60100	58.98
					11000	202	4311	60100	58.98
					11000	209	4311	04011	58.98
					11000	208	4311	15015	58.98
					11000	202	4311	60100	58.98
78042990	06/12/2019	A00200862Taft College Bookstore	I0058306	9565	11000	352	5940	69610	12.69
78042991	06/12/2019	A00200862Taft College Bookstore	I0058343	7766	11000	210	4310	13053	21.44
78042992	06/12/2019	A00200862Taft College Bookstore	I0058352	9366	11000	113	4310	67801	58.98
78042993	06/12/2019	A00200862Taft College Bookstore	I0058367	9695	12000	303	7605	64300	1,713.86
78042994	06/12/2019	A00200862Taft College Bookstore	I0058373	9676	39000	312	4310	64991	231.27
78042995	06/12/2019	A00200862Taft College Bookstore	I0058374	9050	39000	312	4310	64991	49.87
78042996	06/12/2019	A00200431Taft Plumbing Co., Inc.	I0058375	48676	11000	431	6211	65100	48.28
					11000	431	6211	65100	5,598.45
			I0058394	48675	11000	431	6211	65100	309.61
78042996	06/12/2019	A00200431Taft Plumbing Co., Inc.	I0058394	48675	11000	431	6210	65100	6,599.10
					11000	431	6210	65100	3,037.00
78042997	06/12/2019	A00200272Total Compensation Systems I	I0058308	7268	11000	411	5510	67300	1,485.00
78042998	06/12/2019	A00200282True Value Home Center	I0058305	408771	11000	352	4310	69610	16.07
			I0058372	406267	39000	314	4310	64991	216.71
			I0058383	408496	11000	431	4310	65100	401.81
					11000	431	4312	65100	313.11
					35827	357	4310	69700	3.80
					11007	431	6211	70990	603.08
78042999	06/12/2019	A00200284U.S. Foods	I0058364	4270392	33429	310	4410	69200	543.16
78043000	06/12/2019	Cancelled Check							
78043001	06/12/2019	A00309477VoiceThread LLC	I0058348	108634	12653	301	5642	63900	3,500.00
78043002	06/12/2019	A00202272VWR International	I0058296	80862968	11000	209	4310	49999	453.80
78043003	06/12/2019	A00200352Waxie Sanitary Supply	I0058400	78286331	11000	431	4310	65300	899.63
78043004	06/12/2019	A00294733West Kern Adult Education Ne	I0058315	0517209-	12603	125	7410	73100	126,328.00
78043005	06/12/2019	A00200355West Kern Water District	I0058387	05/15/19	33428	310	5810	69200	89.72
78043006	06/12/2019	A00275443WestAir Gases & Equipment In	I0058345	10870045	12643	223	4311	09565	103.75
			I0058359	10870899	12643	223	4311	09565	228.44
78043007	06/12/2019	A00200360Westec	I0058401	26429	11450	204	5641	09543	89,643.75
78043008	06/12/2019	A00309643White, Jacquelyn	I0058399	100	12639	301	5510	64900	141.26
78043009	06/12/2019	A00200378WKCCD Custodian Revolving Ca	I0058318	043019	11000	110	4310	66003	136.99
78043010	06/12/2019	A00200378WKCCD Custodian Revolving Ca	I0058319	04/30/19	12000	340	5710	64951	906.84

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78043011	06/12/2019	A00200379WKCCD#2 Revolving Fund	I0058290	050719	11000	421	5990	67200	15.00
78043012	06/12/2019	A00266014World Institute for Nurturin	I0058300	C13507	11000	210	5210	13052	85.00
78043013	06/12/2019	A00308504Wright Express FSC	I0058293	59357406	11000	432	4316	67703	1,285.14
78043014	06/18/2019	A00309725123 Security Products	I0058464	SI-62706	35000	301	6412	71002	375.00
					35000	301	6412	71002	368.00
					35000	301	6412	71002	99.11
78043015	06/18/2019	A00293918A&B Athletics	I0058453	4023	11008	352	4310	69610	5,898.75
					11000	352	4310	69610	2,335.64
78043016	06/18/2019	A00200023Abate-A-Weed	I0058469	847234	11000	431	5633	65500	3,833.28
78043017	06/18/2019	A00288646Amazon Web Services, Inc.	I0058445	22849909	11000	113	5644	67801	656.34
78043018	06/18/2019	A00223048AMS.NET	I0058462	0030371	11007	113	6415	67801	11,990.07
78043019	06/18/2019	A00200052AP Architects	I0058501	11560	42350	000	5510	71003	13,084.99
					11007	401	5510	71004	0.01
78043020	06/18/2019	A00269058Aramark Uniform Services	I0058467	60215352	11000	431	5870	65100	237.42
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78043021	06/18/2019	A00202445AT&T Mobility	I0058406	051819	39000	314	5840	64991	200.39
78043022	06/18/2019	A00200063Austin's Pest Control, Inc.	I0058436	MAY '19	39000	314	5860	64991	100.00
78043023	06/18/2019	A00031249Avena, Nicole E.	I0058407	050919	11000	202	5710	60200	167.11
78043024	06/18/2019	A00200065B & H Photo-Video, Inc.	I0058405	15785961	11000	209	4313	19111	244.37
78043025	06/18/2019	A00309727Bench Craft Company	I0058522	1327064	11000	356	5970	68100	425.00
78043026	06/18/2019	A00015850Berry, Wendy J.	I0058416	052219	11008	209	5710	04010	2,624.76
78043027	06/18/2019	A00302115Big Print and Copy LLC	I0058510	212	12589	202	4110	60100	1,000.41
78043028	06/18/2019	A00200109Brown & Reich Petroleum, Inc	I0058473	7046	39000	314	4316	64991	343.12
78043029	06/18/2019	A00200119C.A. Reding Company, Inc.	I0058471	510262	12201	203	5641	61200	1,675.00
78043030	06/18/2019	A00200127California Dept. of Educatio	I0058461	C-062055	33528	310	7130	69200	17,377.00
					33428	310	7130	69200	14,175.00
78043031	06/18/2019	A00082776Carty, Ramona M.	I0058498	MAY 19	39000	314	5710	64991	34.16
78043032	06/18/2019	A00200161CDW-G	I0058477	SMR4923	11000	209	4311	49999	38.12
78043033	06/18/2019	A00264649Convergint Technologies, LLC	I0058476	225683	11000	113	5632	67801	2,475.00
					11000	113	5632	67801	1,552.00
78043034	06/18/2019	A00280761County of Kern Public Works	I0058478	10046950	11000	431	5850	65100	31.05
78043035	06/18/2019	A00297960Cruz, Aileen G.	I0058451		11999	000	7412	73900	1,705.00
78043036	06/18/2019	A00306852DeWalt Corporation	I0058485	1087132	42350	000	6110	71002	583.40
78043037	06/18/2019	A00309478Displays2go	I0058494	PS116850	11000	202	4310	60200	208.31
78043038	06/18/2019	A00237331Dumbrigue, Joanne Lucille V.	I0058491	JUN 19	12551	353	5710	64600	78.59
78043039	06/18/2019	A00283101Dumont Printing, Inc.	I0058419	8938011	11000	210	4310	21056	95.60
78043040	06/18/2019	A00309460Ewing Irrigation Products In	I0058497	86610-A-	11000	352	4312	69614	421.70
78043041	06/18/2019	A00200307Farmer Bros. Company	I0058423	69149894	32000	422	4410	69400	128.80
			I0058434	69128643	32000	422	4410	69400	87.53
			I0058465	69161046	32000	422	4410	69400	86.90
78043042	06/18/2019	A00202335Fastenal Industrial & Constr	I0058526	CATAF436	11000	431	4310	65300	536.08
78043042	06/18/2019	A00202335Fastenal Industrial & Constr	I0058529	CATAF436	11000	431	4310	65100	295.10
78043043	06/18/2019	A00200308Federal Express Corporation	I0058439	6-569-89	11000	202	5940	60100	21.86
			I0058500	6-576-72	11000	401	5940	67705	50.65
78043044	06/18/2019	A00200323Flinn Scientific, Inc.	I0058418	2347258	11000	209	4310	19051	406.79
78043045	06/18/2019	A00283264Frontier California Inc.	I0058486	57030607	11000	431	5840	65700	135.40
78043046	06/18/2019	A00283264Frontier California Inc.	I0058487	57340610	11000	431	5840	65700	43.03
78043047	06/18/2019	A00200629Grainger	I0058527	91797664	11000	431	4310	65100	166.07
			I0058528	91794651	11000	431	4317	65100	691.42
78043048	06/18/2019	A00224086inContact, Inc.	I0058514	6322087	11000	431	5840	65100	208.30

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78043049	06/18/2019	A00244581	Independent Fire and Safety,	I0058447	40747	39000	431	5840	65700	1,685.35
				I0058495	3746	11000	314	5880	64991	3,262.00
78043050	06/18/2019	A00280910	Independent Living Center of	I0058448	4782	39000	314	4310	64991	3,641.25
78043051	06/18/2019	A00304876	Ingram Book Group LLC	I0058518	40195265	31000	423	4115	69100	544.44
						31000	423	4115	69100	799.80
						31000	423	4115	69100	1.75
						31000	423	4115	69100	0.00
78043052	06/18/2019	A00200704	Karwoski, John	I0058438	JUN 19	42350	000	5510	71002	10,920.00
78043053	06/18/2019	A00200712	Kern County Supt. of Schools	I0058516	903822	11000	421	5990	67200	931.50
78043054	06/18/2019	A00293996	Kimbrough, Vickie J.	I0058490	060319	11000	205	4310	12042	280.37
78043055	06/18/2019	A00243171	Lewis, Donna G.	I0058488	060919	39000	314	5710	64991	15.00
78043056	06/18/2019	A00300405	Markovits, Aaron	I0058519	053119	39000	314	5940	64991	28.65
78043057	06/18/2019	A00294618	McNeil and Associates, LLC	I0058444	17	11000	111	5510	66002	3,150.00
78043058	06/18/2019	A00308127	Mity-Lite, Inc.	I0058481	00092090	11008	352	6413	69610	1,270.29
78043059	06/18/2019	A00227738	National Benefit Services, L	I0058502	701330	11000	411	5510	67300	250.00
78043060	06/18/2019	A00308503	Newton Software, Inc.	I0058440	INV00015	12571	411	5210	67300	333.00
78043061	06/18/2019	A00200498	Office Depot	I0058517	32138006	11000	431	4310	65100	80.43
78043062	06/18/2019	A00201272	Owens, Patricia A.	I0058492	060919	39000	314	5710	64991	25.00
78043063	06/18/2019	A00206044	Owens, Warren R.	I0058410	MAY 19	39000	314	5710	64991	7.15
78043064	06/18/2019	A00200508	P. G. & E.	I0058408	060319	11000	431	5830	65700	24,705.78
						39000	314	5830	64991	0.01
						33428	310	5830	69200	0.01
78043064	06/18/2019	A00200508	P. G. & E.	I0058408	060319	33588	310	5830	69200	0.01
78043065	06/18/2019	A00202654	Pacific West Sound, Inc.	I0058428	27320	11508	301	5641	64500	3,265.00
78043066	06/18/2019	A00200522	Pepsi-Cola Company	I0058433	24702503	32000	422	4410	69400	793.09
				I0058443	40348753	32000	422	4410	69400	625.10
78043067	06/18/2019	A00200536	Praxair Distribution, Inc.	I0058430	89353265	12643	223	4311	09565	84.59
78043068	06/18/2019	A00270674	Public Agency Law Group	I0058422	052619	42350	000	5430	71003	12,466.30
						11000	401	5430	67200	249.30
78043069	06/18/2019	A00309224	Radtke, Trudi	I0058509	02	12589	202	5510	60100	1,680.00
78043070	06/18/2019	A00231833	Ray A. Morgan Company Inc.	I0058417	2518218	12551	353	5641	64600	802.96
						11000	301	5641	64500	802.96
						11000	302	5641	63100	802.96
						11000	358	5641	62100	802.96
						11000	205	5641	12042	92.25
						11000	110	5641	66003	60.01
						11000	202	5641	60100	60.01
						11000	114	5641	66005	60.02
						33428	310	5641	69200	242.09
						11000	401	5641	67200	392.90
						39000	314	5641	64991	2,508.61
						11000	113	5641	67801	615.38
						11000	431	5641	65100	558.65
						11000	202	5641	60100	101.12
						31000	423	5641	69100	571.12
78043070	06/18/2019	A00231833	Ray A. Morgan Company Inc.	I0058474	2552228	11000	202	5641	60100	405.36
78043071	06/18/2019	A00280086	Rothgeb, Julie J.	I0058411	MAY 19	11000	202	5710	60103	63.39
78043072	06/18/2019	A00200816	Rydin Decal	I0058480	356930	36000	433	4310	69500	1,246.43
78043073	06/18/2019	A00285838	Sammy's Detail	I0058479	781	11000	432	5632	67703	190.00
78043074	06/18/2019	A00200481	Sehi Computer Products	I0058437	I0019087	12571	411	6415	67300	1,016.30
				I0058454	I0019063	11000	202	6415	60200	1,016.30

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			I0058507	I0017958	11000	208	6415	15010	1,146.07
78043075	06/18/2019	A00200393Sparkletts	I0058475	053019	11000	113	4310	67801	82.00
78043076	06/18/2019	A00200393Sparkletts	I0058503	05/30/19	11000	411	5641	67300	217.04
78043077	06/18/2019	A00200393Sparkletts	I0058504	05-30-19	11000	301	5810	64500	165.92
78043078	06/18/2019	A00308126Spec Seats Intl. Corp.	I0058452	10041019	11008	352	6413	69610	5,076.25
78043079	06/18/2019	A00201787Standard Insurance Company	I0058512	JUN 19	11000	411	3410	67300	444.90
					11000	411	3420	67300	1,334.70
78043080	06/18/2019	A00200400Stinson's	I0058508	866493-0	11000	358	4318	62100	892.98
78043081	06/18/2019	A00211077Strata Information Group	I0058511	32813	11000	113	5510	67801	3,995.00
					11000	113	5510	67801	1,020.00
78043082	06/18/2019	A00263777SWACC	I0058523	229376	11000	401	5320	67702	101,226.00
					11000	401	5310	67702	24,316.00
					11000	401	5390	67702	7,853.00
78043083	06/18/2019	A00200417Sysco Food Service of Ventur	I0058435	17985089	32000	422	4410	69400	3,312.03
					32000	422	4411	69400	822.30
					32000	422	4411	69400	1,172.35
					32000	422	5940	69400	16.18
			I0058450	17986489	32000	422	4410	69400	578.41
					32000	422	4411	69400	386.67
					32000	422	4411	69400	71.00
					32000	422	5940	69400	0.01
			I0058489	17985864	33429	310	4410	69200	1,001.75
78043084	06/18/2019	A00200419T.C. Clearing Account	I0058441	03/01/19	11000	421	5990	67200	920.94
					11000	421	7130	67200	27.91
78043085	06/18/2019	A00200419T.C. Clearing Account	I0058442	040119	11000	421	5990	67200	706.14
					11000	421	7130	67200	21.40
78043086	06/18/2019	A00200419T.C. Clearing Account	I0058456	010119	11000	421	5990	67200	7,640.54
78043086	06/18/2019	A00200419T.C. Clearing Account	I0058456	010119	11000	421	7130	67200	231.53
78043087	06/18/2019	A00200419T.C. Clearing Account	I0058457	020119	11000	421	5990	67200	4,374.89
					11000	421	7130	67200	132.57
78043088	06/18/2019	A00200419T.C. Clearing Account	I0058521	050119	11000	421	5990	67200	1,560.53
					11000	421	7130	67200	47.29
78043089	06/18/2019	A00259618Taft College ASB General	I0058421	2019/20	11000	601	7130	70990	14,310.00
					11000	601	7130	70990	0.00
					11000	601	7130	70990	270.00
			I0058429	043019	11000	352	5750	69611	15,155.01
					11000	352	5210	69611	0.00
					11000	352	5750	69614	0.00
					11000	352	5210	69614	0.00
					11000	352	4310	69610	568.84
					11000	352	5750	69616	6,122.79
					11000	352	5210	69616	258.47
					11000	352	5750	69618	0.00
					11000	352	5210	69618	0.00
78043090	06/18/2019	A00200862Taft College Bookstore	I0058426	9506	11000	202	4110	60200	369.83
78043091	06/18/2019	A00200862Taft College Bookstore	I0058427	9221	11000	202	4110	60200	183.83
78043092	06/18/2019	A00200862Taft College Bookstore	I0058449	1499.	11000	202	4310	60200	192.84
78043093	06/18/2019	A00200862Taft College Bookstore	I0058499	.0071	11000	306	4310	49306	23.33
78043094	06/18/2019	A00200862Taft College Bookstore	I0058506	4209	11000	000	7211	00000	183.86
78043095	06/18/2019	A00200862Taft College Bookstore	I0058520	0097	11000	202	4311	60100	20.56
78043096	06/18/2019	A00200862Taft College Bookstore	I0058525	9219	11000	202	4110	60200	2,814.57

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78043097	06/18/2019	A00200832	Taft College Foundation	I0058484	386	31000	423	7130	70999	1,000.00
				I0058513	5762	39000	314	4310	64991	299.72
						39000	314	4310	64991	233.48
						39000	314	4310	64991	0.00
78043098	06/18/2019	A00200430	Taft Plaza, LLC	I0058483	JUL 19	31000	423	5611	69100	1,907.00
78043099	06/18/2019	A00309285	The Home Depot Pro	I0058524	49196675	11000	431	4310	65300	2,457.68
78043100	06/18/2019	A00302722	Time Warner Cable	I0058409	060119	35827	357	5890	69700	1,031.88
				I0058415	06/01/19	35819	357	5890	69700	800.00
						35814	357	5890	69700	883.86
78043101	06/18/2019	A00203989	Tipton Cash, Heather M.	I0058493	APR &	11000	202	4316	60200	106.26
78043102	06/18/2019	A00200282	True Value Home Center	I0058496	409117	39000	314	4310	64991	20.37
				I0058515	407305	39000	314	4310	64991	411.23
78043103	06/18/2019	A00255644	U.S. Bank Equipment Finance	I0058460	38776168	11000	401	5641	67704	444.02
78043104	06/18/2019	A00200284	U.S. Foods	I0058424	4393667	32000	422	4410	69400	769.55
				I0058432	4270389	32000	422	4410	69400	1,115.60
				I0058482	4529377	32000	422	4410	69400	790.42
				I0058530	4393668	33429	310	4410	69200	471.53
78043105	06/18/2019	A00243587	United Healthcare Insurance	I0058458	JUN 19	11000	412	3350	59100	22,515.56
78043106	06/18/2019	A00200293	United Parcel Service	I0058413	00009697	31000	423	5940	67705	492.57
78043107	06/18/2019	A00237177	United Rentals Northwest, In	I0058377	16910807	11000	431	5612	65100	789.86
78043108	06/18/2019	A00205963	Valencia, Leovi M.	I0058412	052919	11000	421	5710	67200	42.57
78043109	06/18/2019	A00285770	Valley Graphics and Screenpr	I0058425	000286	11000	202	4310	60200	164.41
78043110	06/18/2019	A00200338	Verizon Wireless	I0058414	98311796	11000	357	5840	69700	150.99
78043111	06/18/2019	A00200338	Verizon Wireless	I0058455	98309057	11000	113	5840	67801	38.01
						12551	353	6415	64600	38.01
78043112	06/18/2019	A00200338	Verizon Wireless	I0058466	98309087	11000	431	5840	65100	87.36
78043113	06/18/2019	A00200355	West Kern Water District	I0058459	061019	11000	431	5810	65700	1,829.06
						39000	314	5810	64991	463.05
78043114	06/18/2019	A00275443	WestAir Gases & Equipment In	I0058431	10773766	12643	223	4311	09565	63.84
78043115	06/18/2019	A00200360	Westec	I0058505	26482	11450	204	5641	09543	143,430.00
78043116	06/18/2019	A00201081	Westside Waste Management Co	I0058472	95X00357	11000	431	5850	65500	152.97
78043117	06/18/2019	A00200379	WKCCD#2 Revolving Fund	I0058446	6549	11000	401	5510	67200	5,000.00
78043118	06/18/2019	A00271281	WKCCD-Taft College Grant Cle	I0058531	3133	11000	000	7211	00000	11,790.98
				I0058532	3130	11000	000	7211	00000	14,645.45
				I0058533	3121	11000	000	7211	00000	11,068.72
78043119	06/18/2019	A00200388	Zee Medical Service Co.	I0058420	34-20677	32000	422	4310	69400	53.25
				I0058470	34-20676	12477	203	4310	61200	91.11
78043120	06/19/2019	A00300552	Aguilar, Isai	S0047544		11000		9526		138.00
78043121	06/19/2019	A00295983	Ahmad, Asia	S0047545		11000		9526		1,485.00
78043122	06/19/2019	A00293108	Alderete, Samantha K.	S0047546		11000		9526		138.00
78043123	06/19/2019	A00290085	Alvarado, Casandra N.	S0047547		11000		9526		138.00
78043124	06/19/2019	A00291898	Anderson, Breanna A.	S0047548		11000		9526		1,351.00
78043125	06/19/2019	A00279452	Barton, Breah A.	S0047549		11000		9526		184.00
78043126	06/19/2019	A00297028	Borja, Martha D.	S0047550		11000		9526		176.00
78043127	06/19/2019	A00307577	Bullard, Rachel M.	S0047551		11000		9526		414.00
78043128	06/19/2019	A00304487	Bush, Juliana M.	S0047552		11000		9526		138.00
78043129	06/19/2019	A00308097	Cannon, Angelique G.	S0047553		11000		9526		138.00
78043130	06/19/2019	A00292725	Caro, Jonathan	S0047554		11000		9526		2,702.00
78043131	06/19/2019	A00291400	Carrillo, Cassandra	S0047555		11000		9526		3,351.00
78043132	06/19/2019	A00304028	Carrillo, Jimmy	S0047556		11000		9526		184.00
78043133	06/19/2019	A00277948	Carrillo, Tania	S0047557		11000		9526		414.00

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78043134	06/19/2019	A00281175Cazares, Estevan	S0047558	11000	9526	418.00
78043135	06/19/2019	A00291984Cornejo, Damian J.	S0047559	11000	9526	905.00
78043136	06/19/2019	A00234303Cortez, Miguel M.	S0047560	11000	9526	138.00
78043137	06/19/2019	A00280400Crouch, Canon R.	S0047561	11000	9526	138.00
78043138	06/19/2019	A00225732Diaz, Maria L.	S0047562	11000	9526	2,702.00
78043139	06/19/2019	A00238047Dominguez, Monique N.	S0047563	11000	9526	230.00
78043140	06/19/2019	A00290331Dunham, Emily S.	S0047564	11000	9526	2,702.00
78043141	06/19/2019	A00300970Eckhardt, Nicholas J.	S0047565	11000	9526	92.00
78043142	06/19/2019	A00309409Esparza, Anahi A.	S0047566	11000	9526	529.00
78043143	06/19/2019	A00257977Evertse, Angela D.	S0047567	11000	9526	2,702.00
78043144	06/19/2019	A00232374Farias, Aundrann P.	S0047568	11000	9526	1,351.00
78043145	06/19/2019	Cancelled Check				
78043146	06/19/2019	A00308885Frame, Jason R.	S0047570	11000	9526	138.00
78043147	06/19/2019	A00266899Freeland, Kyleigh R.	S0047571	11000	9526	1,351.00
78043148	06/19/2019	A00288035Freeny, Clorisa	S0047572	11000	9526	418.00
78043149	06/19/2019	A00239483Gastelum-Sandoval, Denise B.	S0047573	11000	9526	184.00
78043150	06/19/2019	A00286861Gonzales, Patrick S.	S0047574	11000	9526	2,702.00
78043151	06/19/2019	A00276350Gonzalez, Blas	S0047575	11000	9526	46.00
78043152	06/19/2019	A00279338Gonzalez Gonzalez, Griseyda	S0047576	11000	9526	1,213.00
78043153	06/19/2019	A00288679Guandique, Aime M.	S0047577	11000	9526	1,351.00
78043154	06/19/2019	A00286740Hansen, Heather N.	S0047578	11000	9526	460.00
78043155	06/19/2019	Cancelled Check				
78043156	06/19/2019	A00011713Hernandez, Abel	S0047580	11000	9526	414.00
78043157	06/19/2019	A00271120Hernandez, Eunice	S0047581	11000	9526	418.00
78043158	06/19/2019	A00286551Hernandez, Janet	S0047582	11000	9526	2,702.00
78043159	06/19/2019	A00267401Hernandez, Stephanie	S0047583	11000	9526	2,702.00
78043160	06/19/2019	A00246655Jackson, Niesha N.	S0047584	11000	9526	2,702.00
78043161	06/19/2019	A00309487Jara, Mark A.	S0047585	11000	9526	184.00
78043162	06/19/2019	A00307532Jones, Jennifer M.	S0047586	11000	9526	138.00
78043163	06/19/2019	A00307359Kaur, Gurjeet	S0047587	11000	9526	138.00
78043164	06/19/2019	A00309262Kaur, Rajwinder	S0047588	11000	9526	138.00
78043165	06/19/2019	A00100167Laureles, Janay	S0047589	11000	9526	2,286.00
78043166	06/19/2019	A00285791Lehman, Arthur L.	S0047590	11000	9526	188.00
78043167	06/19/2019	A00289331Lemus, Yailene A.	S0047591	11000	9526	692.00
78043168	06/19/2019	A00295223Levin, Daniel W.	S0047592	11000	9526	184.00
78043169	06/19/2019	A00288114Lopez, Luis A.	S0047593	11000	9526	688.00
78043170	06/19/2019	A00002315Lucas, Cherie A.	S0047594	11000	9526	322.00
78043171	06/19/2019	A00286904Luevano Flores, Edwin A.	S0047595	11000	9526	2,702.00
78043172	06/19/2019	A00307886Lyman, Shayla K.	S0047596	11000	9526	622.00
78043173	06/19/2019	A00244029Machuca, Bertha J.	S0047597	11000	9526	4,187.00
78043174	06/19/2019	A00247698Martinez, Dana R.	S0047598	11000	9526	322.00
78043175	06/19/2019	A00295222Martinez, Marian A.	S0047599	11000	9526	138.00
78043176	06/19/2019	A00228308Martinez, Miriam	S0047600	11000	9526	273.00
78043177	06/19/2019	A00299333McEwen, Tyler G.	S0047601	11000	9526	138.00
78043178	06/19/2019	A00266801McWilliams, Stephenie D.	S0047602	11000	9526	273.00
78043179	06/19/2019	A00289661Medina, Hailey R.	S0047603	11000	9526	2,058.00
78043180	06/19/2019	Cancelled Check				
78043181	06/19/2019	A00280917Mendoza, Isabel A.	S0047605	11000	9526	836.00
78043182	06/19/2019	A00297766Miranda Gaxiola, Danya P.	S0047606	11000	9526	276.00
78043183	06/19/2019	A00276499Monetti, Anthony	S0047607	11000	9526	155.00
78043184	06/19/2019	A00281077Mota, Veronica	S0047505	11000	9526	50.00

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78043185	06/19/2019	A00309881Narang, Gautam K.	S0047506	11000	9526	138.00
78043186	06/19/2019	A00275415Nistor, Nicolas G.	S0047507	11000	9526	188.00
78043187	06/19/2019	A00090450Noteboom-Thoele, Angela	S0047508	11000	9526	184.00
78043188	06/19/2019	A00253981Nunez, Esther A.	S0047509	11000	9526	418.00
78043189	06/19/2019	A00282303Ojeda Yesca, Delfina	S0047510	11000	9526	1,351.00
78043190	06/19/2019	A00290758Olvera, Alejandro	S0047511	11000	9526	138.00
78043191	06/19/2019	A00276174Ortlieb, Olivia N.	S0047512	11000	9526	46.00
78043192	06/19/2019	A00297357Pablo, Vanessa	S0047513	11000	9526	2,702.00
78043193	06/19/2019	A00304622Palacios, Austin M.	S0047514	11000	9526	552.00
78043194	06/19/2019	A00300007Parker, Joshua M.	S0047515	11000	9526	138.00
78043195	06/19/2019	A00297514Patterson, Angela C.	S0047516	11000	9526	138.00
78043196	06/19/2019	A00274457Portillo, Elvis R.	S0047517	11000	9526	644.00
78043197	06/19/2019	A00287823Powell, Robin L.	S0047518	11000	9526	1,351.00
78043198	06/19/2019	A00212237Ramirez, Linda C.	S0047519	11000	9526	138.00
78043199	06/19/2019	A00247691Rascoe, Madison J.	S0047520	11000	9526	627.00
78043200	06/19/2019	A00213749Rodriguez, Ali M.	S0047521	11000	9526	184.00
78043201	06/19/2019	A00288075Rodriguez, Roberto	S0047522	11000	9526	418.00
78043202	06/19/2019	A00295921Rubi, Alan F.	S0047523	11000	9526	418.00
78043203	06/19/2019	A00281771Saindon, John Paul R.	S0047525	11000	9526	230.00
78043204	06/19/2019	A00310214Salgado, Maggy E.	S0047526	11000	9526	138.00
78043205	06/19/2019	A00230724Saucedo, Cristina A.	S0047527	11000	9526	35.00
78043206	06/19/2019	A00205709SEIU-UHW-West &	S0047524	11000	9526	207.00
78043207	06/19/2019	A00265241Shepherd, Carrie S.	S0047528	11000	9526	418.00
78043208	06/19/2019	A00274394Shurbaji, Maimuna J.	S0047529	11000	9526	414.00
78043209	06/19/2019	A00294899Sidhu, Ramanpreet K.	S0047530	11000	9526	138.00
78043210	06/19/2019	A00298982Stoner, Zane E.	S0047531	11000	9526	736.00
78043211	06/19/2019	A00297123Tavarez, Sebastian	S0047532	11000	9526	418.00
78043212	06/19/2019	A00289268Taylor, Daniel B.	S0047533	11000	9526	230.00
78043213	06/19/2019	A00302632Thoms, Michael B.	S0047534	11000	9526	24.60
78043214	06/19/2019	A00266082Torres-Rojas, Alondra	S0047535	11000	9526	736.00
78043215	06/19/2019	A00268000Toten, Candice J.	S0047536	11000	9526	2,702.00
78043216	06/19/2019	A00283092VanDorfy, Breana R.	S0047537	11000	9526	2,702.00
78043217	06/19/2019	A00298880Varela, Alyssa L.	S0047538	11000	9526	138.00
78043218	06/19/2019	A00293046Vargas, Selene M.	S0047539	11000	9526	1,661.00
78043219	06/19/2019	A00303452Vitello, Sally R.	S0047540	11000	9526	276.00
78043220	06/19/2019	A00296431Ward, Lynnsey A.	S0047541	11000	9526	138.00
78043221	06/19/2019	A00042627Williams, Summer	S0047542	11000	9526	35.00
78043222	06/19/2019	A00283002Wood, Melissa E.	S0047543	11000	9526	184.00

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 BANK TOTAL 1,357,265.11

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
DDURAN	06/10/2019	A00200127	California Dept. of Educatio	P0051614	06/03/2019	06/03/2019			\$31,552.00
	06/12/2019	A00302115	Big Print and Copy LLC	P0051626	06/10/2019	06/10/2019			\$1,000.41
		A00309224	Radtke, Trudi	P0051627	06/10/2019	06/10/2019			\$1,680.00
	06/25/2019	A00200302	Eveland, Sharyn L.	P0051646	07/01/2019	07/01/2019			\$446.38
		A00201690	Kulzer-Reyes, Kelly R.	P0051644	07/01/2019	07/01/2019			\$578.28
		A00284634	Abbott, Amar Isa.	P0051645	07/01/2019	07/01/2019			\$454.80
		A00307058	Minor, Leslie B.	P0051647	07/01/2019	07/01/2019			\$871.63
	06/26/2019	A00243211	Quicksilver Software, Inc.	P0051663	07/01/2019	07/01/2019			\$1,250.00
		A00200393	Sparkletts	P0051660	07/01/2019	07/01/2019			\$39.04
		A00200862	Taft College Bookstore	P0051659	07/01/2019	07/01/2019			\$538.05
		A00200950	Furman, Tori J.	P0051658	07/01/2019	07/01/2019			\$122.96
	06/27/2019	A00200950	Furman, Tori J.	P0051697	07/01/2019	07/01/2019			\$51.62
		A00286934	GeoGebra GmbH	P0051702	07/01/2019	07/01/2019			\$438.00

TOTAL USER									\$39,023.17
DRIOS	06/26/2019	A00200505	OT Cookhouse & Saloon	P0051662	06/26/2019	07/01/2019			\$5,000.00
	06/28/2019	A00300143	Wootten, Laurie A.	P0051721	06/28/2019	07/01/2019			\$27.28

TOTAL USER									\$5,027.28
HCASH	06/25/2019	A00072599	Bledsoe, Adam Wesley.	P0051642	07/01/2019	07/01/2019			\$744.16
		A00203989	Tipton Cash, Heather Marie.	P0051643	07/01/2019	07/01/2019			\$59.39

TOTAL USER									\$803.55
JGARRETT	06/26/2019	A00200029	ACT Asset Program	P0051656	07/01/2019	07/01/2019			\$32.00
		A00200279	Educational Testing Service	P0051655	07/01/2019	07/01/2019			\$1,695.00
				P0051661	07/01/2019	07/01/2019			\$975.00
		A00200393	Sparkletts	P0051657	07/01/2019	07/01/2019			\$72.05
		A00200595	NCS Pearson	P0051654	07/01/2019	07/01/2019			\$724.37

TOTAL USER									\$3,498.42
JMADDING	06/03/2019	A00200308	Federal Express Corporation	P0051610	06/03/2019	06/03/2019			\$100.00
		A00200379	WKCCD#2 Revolving Fund	P0051609	06/03/2019	06/03/2019			\$5,000.00
	06/10/2019	A00200862	Taft College Bookstore	P0051618	06/05/2019	06/05/2019			\$183.86
	06/11/2019	A00200400	Stinson's	P0051616	06/05/2019	06/05/2019			\$892.99
	06/12/2019	A00279103	Yabla, Inc.	P0051619	06/06/2019	06/06/2019			\$906.15
		A00307514	Great River Learning	P0051620	06/06/2019	06/06/2019			\$1,097.50
		A00200282	True Value Home Center	P0051325	05/07/2019	05/07/2019			\$411.23
	06/26/2019	A00200508	P. G. & E.	P0051635	07/01/2019	07/01/2019			\$22,069.99
	06/27/2019	A00200308	Federal Express Corporation	P0051703	06/27/2019	07/01/2019			\$97.83
		A00200396	Spurr	P0051699	07/01/2019	07/01/2019			\$2,189.06
		A00200431	Taft Plumbing Co., Inc.	P0051700	07/01/2019	07/01/2019			\$19,475.00
A00225369		Control Fire Protection, Inc	P0051701	07/01/2019	07/01/2019			\$600.00	

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		NUMBER	NAME	NUMBER	DATE				
		A00264649	Convergint Technologies, LLC	P0051704	07/01/2019	07/01/2019			\$8,478.73
		A00289579	BTS Bioengineering Corp	P0051652	07/01/2019	07/01/2019			\$6,500.00
		A00300969	Vitality Construction	P0051651	07/01/2019	07/01/2019			\$23,261.25

						TOTAL USER			\$91,263.59
MBLANCO	06/10/2019	A00200498	Office Depot	P0051615	06/04/2019	06/04/2019			\$1,202.85
	06/26/2019	A00200076	Bandy, Ingrun K.	P0051676	07/01/2019	07/01/2019			\$192.00
				P0051685	07/01/2019	07/01/2019			\$290.00
				P0051693	07/01/2019	07/01/2019			\$120.00
		A00201036	Russell, Harold	P0051694	07/01/2019	07/01/2019			\$177.41
		A00302532	Martinez, Windy	P0051691	07/01/2019	07/01/2019			\$1,079.92
		A00200360	Westec	P0051664	07/01/2019	07/01/2019			\$350.00
		A00200656	Jacobi, Victoria J.	P0051682	07/01/2019	07/01/2019			\$198.26
		A00200698	Jones, Diane M.	P0051680	07/01/2019	07/01/2019			\$208.12
		A00284634	Abbott, Amar Isa.	P0051679	07/01/2019	07/01/2019			\$199.87
		A00286446	Balason, Severo	P0051671	07/01/2019	07/01/2019			\$207.04
	06/27/2019	A00005711	Heber, Emily Louise.	P0051709	07/01/2019	07/01/2019			\$1,736.46
		A00057406	Lopez, Michelle D.	P0051710	07/01/2019	07/01/2019			\$1,815.88
		A00024451	Sutherland, Tammy M.	P0051715	07/01/2019	07/01/2019			\$1,812.04
		A00078719	Popejoy, Debra L.	P0051714	07/01/2019	07/01/2019			\$1,646.16
		A00045424	Hamblin, Sarah L.	P0051708	07/01/2019	07/01/2019			\$1,646.16
		A00200388	Zee Medical Service Co.	P0051717	07/01/2019	07/01/2019			\$173.05
		A00200407	Student Insurance	P0051720	07/01/2019	07/01/2019			\$54,863.00
		A00200471	SARS Software Products, Inc.	P0051719	07/01/2019	07/01/2019			\$5,000.00
		A00200985	Rangel-Escobedo, Juana R.	P0051718	07/01/2019	07/01/2019			\$165.66
		A00309422	QSR International Americas I	P0051716	07/01/2019	07/01/2019			\$11,849.00
		A00309637	Fitzsimmons, Mark	P0051707	07/01/2019	07/01/2019			\$1,622.05
		A00309640	Murillo, Lilia	P0051711	07/01/2019	07/01/2019			\$1,643.74
		A00309641	Pendergrass, Angela	P0051713	07/01/2019	07/01/2019			\$1,790.88
		A00309646	Finn, Mary Alice	P0051706	07/01/2019	07/01/2019			\$1,804.11
		A00309647	Alvarez, Maria	P0051705	07/01/2019	07/01/2019			\$1,649.26

						TOTAL USER			\$93,442.92
MSANCHEZ	06/27/2019	A00261201	Proforma Progressive Marketi	P0051712	07/01/2019	07/01/2019			\$601.35

						TOTAL USER			\$601.35
MWHITE	06/26/2019	A00200017	A.P.I. Plumbing	P0051672	07/01/2019	07/01/2019			\$257.94
		A00200063	Austin's Pest Control, Inc.	P0051689	07/01/2019	07/01/2019			\$455.00
		A00200105	Brandco	P0051670	07/01/2019	07/01/2019			\$11.15
		A00200109	Brown & Reich Petroleum, Inc	P0051688	07/01/2019	07/01/2019			\$579.04
		A00200282	True Value Home Center	P0051666	07/01/2019	07/01/2019			\$312.53
		A00200423	Taft City School District	P0051684	07/01/2019	07/01/2019			\$489.19

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00202440	Ron's Mobile Home Service In	P0051677	07/01/2019	07/01/2019				\$1,500.00
		A00202968	San Joaquin Chemicals, Inc.	P0051669	07/01/2019	07/01/2019				\$1,175.00
		A00244581	Independent Fire and Safety,	P0051678	07/01/2019	07/01/2019				\$2,474.50
		A00269058	Aramark Uniform Services	P0051675	07/01/2019	07/01/2019				\$267.42
		A00285838	Sammy's Detail	P0051674	07/01/2019	07/01/2019				\$175.00
		A00288637	Otis Elevator Company	P0051683	07/01/2019	07/01/2019				\$634.65
		A00292250	Banks pest Control	P0051673	07/01/2019	07/01/2019				\$165.00
		A00308504	Wright Express FSC	P0051681	07/01/2019	07/01/2019				\$510.15
		A00308756	Montgomery Hardware Co.	P0051667	07/01/2019	07/01/2019				\$10,341.44
		A00309724	Padre Associates, Inc.	P0051668	07/01/2019	07/01/2019				\$1,125.00
				P0051692	07/01/2019	07/01/2019				\$1,125.00
		A00265309	Daikin Applied	P0051653	07/01/2019	07/01/2019				\$7,743.00
	06/27/2019	A00200722	Knight's Services, Inc.	P0051695	07/01/2019	07/01/2019				\$394.38
		A00201122	Home Depot Credit Services	P0051698	07/01/2019	07/01/2019				\$315.83

							TOTAL USER			\$30,051.22
NFIGUEROA	06/03/2019	A00200379	WKCCD#2 Revolving Fund	P0051607	05/30/2019	05/30/2019				\$15.00
		A00200388	Zee Medical Service Co.	P0051611	06/03/2019	06/03/2019				\$91.11
		A00200862	Taft College Bookstore	P0051612	06/03/2019	06/03/2019				\$192.84
	06/10/2019	A00259618	Taft College ASB General	P0051617	06/05/2019	06/05/2019				\$14,580.00
	06/11/2019	A00200862	Taft College Bookstore	P0051621	06/06/2019	06/06/2019				\$20.56
	06/12/2019	A00200832	Taft College Foundation	P0051622	06/06/2019	06/06/2019				\$533.20
		A00304876	Ingram Book Group LLC	P0051613	06/03/2019	06/03/2019				\$801.55
	06/13/2019	A00297960	Cruz, Aileen Gisselle.	P0051630	06/13/2019	06/13/2019				\$1,705.00
	06/18/2019	A00293996	Kimbrough, Vickie J.	P0051634	06/18/2019	06/18/2019				\$280.37
		A00211077	Strata Information Group	P0051633	06/17/2019	06/17/2019				\$5,015.00

							TOTAL USER			\$23,234.63
RWELBORN	06/25/2019	A00303443	CampusLogic, Inc.	P0051650	07/01/2019	07/01/2019				\$48,000.00
	06/26/2019	A00211077	Strata Information Group	P0051641	07/01/2019	07/01/2019				\$7,000.00
		A00261201	Proforma Progressive Marketi	P0051648	07/01/2019	07/01/2019				\$13,004.18
	06/27/2019	A00200376	Amerio, Barbara J.	P0051649	07/01/2019	07/01/2019				\$455.80

							TOTAL USER			\$68,459.98
SCRISS	06/12/2019	A00200378	WKCCD Custodian Revolving Ca	P0051628	06/10/2019	06/10/2019				\$1,518.88

							TOTAL USER			\$1,518.88
TROWDEN	06/12/2019	A00308503	Newton Software, Inc.	P0051608	05/30/2019	05/30/2019				\$333.00
	06/26/2019	A00200028	ACHRO/EEO Treasurer	P0051690	07/01/2019	07/01/2019				\$320.00
		A00200991	Rowden, Tiffany L.	P0051687	07/01/2019	07/01/2019				\$57.92
		A00282401	Fred Pryor Seminars	P0051686	07/01/2019	07/01/2019				\$99.00
		A00300396	del Rosario, Heather Renee.	P0051665	07/01/2019	07/01/2019				\$477.73

Taft College Purchase Order Activity Report

1-June-2019 through 30-June-2019

FY 18-19

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$1,287.65
WBELCHER	06/03/2019	A00200107	Bright House Networks	P0051604	05/29/2019	05/29/2019	05/29/2019			\$309.93
		A00200508	P. G. & E.	P0051605	05/29/2019	05/29/2019	05/29/2019			\$400.00
	06/11/2019	A00200862	Taft College Bookstore	P0051624	06/10/2019	06/10/2019	06/10/2019			\$23.33
	06/12/2019	A00200832	Taft College Foundation	P0051625	06/10/2019	06/10/2019	06/10/2019			\$1,000.00
		A00280536	Kern Trophies	P0051623	06/10/2019	06/10/2019	06/10/2019			\$280.37
		A00300405	Markovits, Aaron	P0051629	06/11/2019	06/11/2019	06/11/2019			\$28.61
	06/13/2019	A00244581	Independent Fire and Safety,	P0051632	06/13/2019	06/13/2019	06/13/2019			\$3,262.00
		A00280910	Independent Living Center of	P0051631	06/13/2019	06/13/2019	06/13/2019			\$544.44
	06/25/2019	A00294733	West Kern Adult Education Ne	P0051636	07/01/2019	07/01/2019	07/01/2019			\$67,196.00
	06/26/2019	A00200862	Taft College Bookstore	P0051637	07/01/2019	07/01/2019	07/01/2019			\$3,608.03
	06/27/2019	A00200107	Bright House Networks	P0051638	07/01/2019	07/01/2019	07/01/2019			\$309.93
		A00200508	P. G. & E.	P0051639	07/01/2019	07/01/2019	07/01/2019			\$400.00
							TOTAL USER			\$77,362.64

**West Kern Community College District
Board of Trustees Meeting
July 10, 2019**

Agenda Item 12.

A. Academic Employment

1. 2019-20 Contract Faculty 10-Month Assignment

Item	Name	Assignment	Class/Step	Salary	Effective Date
a.	Jiminez Murguria, Salvador	Sociology Associate Professor	VII-9	\$89,919.00	8/19/2019 - 5/22/20

2. 2019-20 Adjuncts Counselors

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Richards, Kristi	Applied Tech & CTE	3	\$70.63	7/1/19 - 6/30/20

3. 2018-19 Extra Duty Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Kulzer-Reyes, Kelly	Guided Pathways - Faculty DE Mentor	3	\$70.63*	4/1/19 - 6/30/19
↓	Van Ry, Veronica	Guided Pathways - Faculty DE Mentor	3	\$70.63*	4/1/19 - 6/30/19
b.	Van Ry, Veronica	Guided Pathways Faculty DE Mentor (completion of @ONE POQR Course)	N/A	\$1,000.00 Stipend	4/1/19 - 6/30/19

*Not to exceed 17 hours

4. 2018-19 Extra Duty Assignment - CAPP

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Abbott, Amar	CAPP Special Assignment	3	\$70.63*	4/1/2019 - 6/30/19
↓	Jacobi, Vicki	CAPP Special Assignment	3	\$70.63*	4/1/2019 - 6/30/19
↓	Jones, Diane	CAPP Special Assignment	3	\$70.63*	4/1/2019 - 6/30/19
↓	Rangel-Escobedo, Juana	CAPP Special Assignment	3	\$70.63*	4/1/2019 - 6/30/19
↓	Sutherland, Tammy	CAPP Special Assignment	3	\$70.63*	4/1/2019 - 6/30/19

*Not to exceed 30 hours total.

5. 2019-20 Extra Duty Assignment

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Chaidez, Joe'll	SLO Coordinator	3	\$70.63	7/15/19 - 5/22/20
b.	Adriano, Christi	Student American Dental Hygiene Association (SADH) Advisor	3	\$1,709.53 Stipend	8/19/19 - 5/22/20
c.	Sutherland, Tammy	College Concurrent Program Advisor	3	\$70.63*	8/19/19 - 5/22/20

*16 hours each for Fall and Spring Semester

6. 2019-20 Extra Duty Assignment - CAPP

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Abbott, Amar	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20
↓	Alfaro, Antonio	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20
↓	Cahoon, Nathan	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20
↓	Carlson, Kamala	CAPP Special Assignment	3	\$70.63**	7/1/19 - 6/30/20
↓	Jacobi, Vicki	CAPP Special Assignment	3	\$70.63***	7/1/19 - 6/30/20
↓	Rangel-Escobedo, Juana	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20
↓	Smith, Gaysha	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20
↓	Sutherland, Tammy	CAPP Special Assignment	3	\$70.63*	7/1/19 - 6/30/20

*Not to exceed 12 hours **Not to exceed 30 hours ***Not to exceed 60 hours

7. 2019 Summer Session Adjunct Lecturers

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Cable, April	ENGL 1500	3	\$70.63	6/10/19 - 8/15/19
b.	Montelongo, Maribel	SPAN 1601	1	\$60.11	6/10/19 - 8/15/19
c.	Polski, Robin	PSYC 1500, 2003, 2080 Courses	3	\$70.63	6/10/19 - 8/15/19

8. 2019-20 Division Chair Assignments

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Bandy, Kanoe	Applied Technologies	--	\$9,334.51	8/19/19 - 5/22/20
b.	Carlson, Kamala	English Language	--	\$9,334.51	8/19/19 - 5/22/20
c.	Joe'll Chaidez	Learning Support	--	\$8,167.70	8/19/19 - 5/22/20
d.	Martinez, Julian	Liberal Arts	--	\$9,334.51	8/19/19 - 5/22/20
e.	Mayfield, Michael	Math/Science	--	\$10,501.32	8/19/19 - 5/22/20
f.	Oja, Michelle	Social Science	--	\$10,501.32	8/19/19 - 5/22/20

9. 2019-20 Athletic Assistant Assignments

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Buchanan, Joseph	Assistant Baseball Coach	--	\$4,878.31	1/1/20 - 5/31/20
↓	Gee, Steven	Assistant Baseball Coach	--	\$4,878.31	1/1/20 - 5/31/20
b.	Delaney, John	Assistant Men's Soccer Coach	--	\$4,878.31	8/1/19 - 12/31/19
c.	Gonzalez, Robert	Assistant Men's Soccer Coach	--	\$2,439.16	8/1/19 - 12/31/19
↓	Villalpando, Jesus	Assistant Men's Soccer Coach	--	\$2,439.16	8/1/19 - 12/31/19
d.	Delaney, John	Assistant Women's Soccer Coach	--	\$4,878.31	8/1/19 - 12/31/19
e.	Gonzalez, Robert	Assistant Women's Soccer Coach	--	\$2,439.16	8/1/19 - 12/31/19
↓	Sagasta, Sierra	Assistant Women's Soccer Coach	--	\$2,439.16	8/1/19 - 12/31/19
f.	Tara, Kelley	Assistant Volleyball Coach	--	\$3,658.74	8/1/19 - 12/31/19
↓	Maui, Malieo Timothy	Assistant Volleyball Coach	--	\$3,658.74	8/1/19 - 12/31/19
g.	Tara, Kelley	Assistant Women's Basketball Coach	--	\$2,439.16	10/1/19 - 3/31/20
h.	Sherman, DeVon	Assistant Women's Basketball Coach	--	\$4,878.31	10/1/19 - 3/31/20
i.	Cardona, Anthony	Volunteer Assistant Women's Soccer Coach	--	--	8/1/19 - 12/31/19
↓	Cruz, Axel	Volunteer Assistant Women's Soccer Coach	--	--	8/1/19 - 12/31/19
↓	Gomez, Selene	Volunteer Assistant Women's Soccer Coach	--	--	8/1/19 - 12/31/19

10. 2019-20 Athletic Head Coach Assignments

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Bandy, Kanoe	Head Volleyball Coach	--	\$12,007.10	8/1/19 - 12/31/19
b.	Bandy, Kanoe	Head Volleyball Coach Recruiting Stipend	--	\$2,892.81	8/1/19 - 12/31/19
c.	Brixey, Gabrielle	Head Women's Softball Coach	--	\$12,007.10	1/1/20 - 5/31/20
d.	Burroughs, Bruce	Head Women's Golf Coach	--	\$12,007.10	8/1/19 - 12/31/19
e.	Burroughs, Bruce	Head Women's Golf Coach Recruiting and Travel Stipend	--	\$3,892.81	8/1/19 - 12/31/19
f.	Cutrona, Angelo	Head Men's Soccer Coach	--	\$12,007.10	8/1/19 - 12/31/19
g.	Cutrona, Angelo	Head Men's Soccer Coach Recruiting Stipend	--	\$2,892.81	8/1/19 - 12/31/19
h.	Cutrona, Myisha	Head Women's Soccer Coach	--	\$12,007.10	8/1/19 - 12/31/19
i.	Cutrona, Myisha	Head Women's Soccer Coach Recruiting Stipend	--	\$2,892.81	8/1/19 - 12/31/19
j.	Flowers, Carly	Head Women's Basketball Coach Recruiting Stipend	--	\$2,892.81	8/1/17 - 5/31/18
k.	Maiocco, Vincent	Head Baseball Coach Recruiting Stipend	--	\$2,892.81	1/1/20 - 5/31/20
l.	Sorenson, Chad	Head Men's Golf Coach	--	\$12,007.10	1/1/20 - 5/31/20
m.	Sorenson, Chad	Head Men's Golf Coach Recruiting Stipend	--	\$3,892.81	1/1/20 - 5/31/20

**West Kern Community College District
Board of Trustees Meeting
July 10, 2019**

Agenda Item 12.

B. Classified Supervisory Employment

Item	Name	Position	% Assignment	Grade/ Step	Annual Salary	Term	Effective Date
1. Instruction							
a.	Li, Xiaohong	Executive Director of Research & Planning	100%	19/7	\$122,805.00	12 months	7/1/2019 - 6/30/2020
b.	Li, Xiaohong	Executive Director of Research & Planning - Cell Phone Stipend	100%	N/A	\$600.00	12 months	7/1/2019 - 6/30/2020
↓	del Rosario, Heather	Vice President of Human Resources - Cell Phone Stipend	100%	N/A	\$600.00	12 months	7/1/2019 - 6/30/2020
↓	Prestage, Andrew	Exec. Director of Information Services - Cell Phone Stipend	100%	N/A	\$600.00	12 months	7/1/2019 - 6/30/2020

C. Confidential Management Employment

Item	Name	Position	% Assignment	Grade/ Step	Salary	Term	Effective Date
1. Administrative Services							
a.	Madding, Justin	Executive Assistant, Administrative Services Reclassification salary only	100%	From 9/6 to 10/5	From \$72,492.00 to \$73,189.00	12 months	7/1/2019 - 6/30/2020
2. Instruction							
c.	Vohnout, Danielle	Reclassification from Assistant, Instruction to Executive Assistant, VPI	100%	From 7/6 to 10/3	From \$65,752.00 to \$67,667.00	12 months	7/1/2019 - 6/30/2020

C. Confidential Management Employment continued

Item	Name	Position	% Assignment	Grade/ Step	Salary	Term	Effective Date
3. Superintendent/President							
a.	Haver, Bryan Alex	Senior Human Resources Generalist Reclassification, salary only.	100%	From 8/8 to 11/4	From \$72,519.00 to \$73,892.00	12 months	7/1/2019 - 6/30/2020
b.	Payne, Makayla	Human Resources Assistant Reclassification, salary only	100%	From 2/2 to 3/1	From \$43,619.00 to \$43,619.00	12 months	7/1/2019 - 6/30/2020
c.	Rowden, Tiffany	Reclassification from Human Resources Analyst Coordinator to Human Resources Specialist	100%	From 7/8 to 10/4	From \$69,066.00 to \$70,374.00	12 months	7/1/2019 - 6/30/2020

D. Classified Employment

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
1. Administrative Services							
a.	Garrison, Joshua	Reclassification from Groundskeeper to Maintenance Worker/Groundskeeper	47.5%	From 13D to 17B	From \$1,611.68 to \$1,613.58	12 months	7/1/2019 - 6/30/2020
b.	Meyers, Kayla	Mail Clerk	47.5%	5A	\$1,142.38 mo.	12 months	7/1/2019 - 6/30/2020
c.	Garcia, Maria	Bookstore Clerk	Temporary	1A	\$12.57/hour	A/N	7/1/2019 - 6/30/2020
↓	Meyer, Kayla	Bookstore Clerk	Temporary	1A	\$12.57/hour	A/N	7/1/2019 - 6/30/2020
↓	Salazar, Jessica	Bookstore Clerk	Temporary	1A	\$12.57/hour	A/N	7/1/2019 - 6/30/2020
2. Instruction							
a.	Fields, Kyler	Library & Learning Resources Technician	Substitute	13A	\$16.91/hour	A/N	9/1/19 - 6/30/2020
b.	Hazelwood, Mary	Library & Learning Resources Technician	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
↓	Odom, Tina	Library & Learning Resources Technician	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020

D. Classified Employment continued

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
3. Superintendent/President							
a.	Fernandez, Sandra	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
↓	Hazelwood, Mary	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
↓	Pacaldo, Syna	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
↓	Self, Isaac	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
↓	Tarango, Rose	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	7/1/19 - 6/30/2020
b.	Self, Isaac	Life Skills Aide	Substitute	13A	\$16.91/hour	A/N	5/28/19 - 6/30/2019
c.	Young, Brandy	Working Out of Class in Transition Director of Institutional Research	Temporary	19/1	\$15.29	40 hrs.	7/1/19 - 7/31/19

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2018-2019
 FOR THE MONTH ENDING JUNE 30, 2019**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	17,053,137	19,645,680	19,043,862	0	601,818
8800	Local Revenues	10,556,357	7,965,577	7,946,852	0	18,725
Summary		27,609,494	27,611,257	26,990,713	0	620,544

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2018-19
 For the Month Ending June 30, 2019**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,122,991	9,122,391	8,726,962	0	395,429
2000	Classified & Other Nonacademic Sala	4,979,580	4,866,094	4,555,159	0	310,935
3000	Employee Benefits	6,831,240	6,831,286	6,388,651	0	442,634
4000	Supplies and Materials	464,396	514,118	389,928	9,055	115,135
5000	Other Operating Expenses & Services	4,697,220	4,622,232	3,800,425	40,387	781,421
6000	Capital Outlay	583,279	748,462	477,027	64,651	206,785
7000	Other Outgo	531,789	520,263	153,798	0	366,464
7200	Transfers	399,000	399,000	399,000	0	0
Summary		27,609,495	27,623,845	24,890,949	114,092	2,618,804

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of June 2019**

Check Number	Check Date	Vendor Name	Description	Net Amount
78042767	06/03/2019	AP Architects	AP Architects - April - Student Center	13,943.25
78042790	06/03/2019	P. G. & E.	PG&E - District - Open PO	17,303.44
78042810	06/05/2019	American Express	AMEX - May	31,009.35
78042823	06/05/2019	Courts & Greens, Inc.	Courts & Greens - CDC Playground Surfacing Project	59,950.00
78042841	06/05/2019	Oak Hall Cap and Gown	Supplies-Multiple Invoices	11,285.55
78042914	06/12/2019	Accrediting Commission for Community &	2019-20 Annual Dues	25,593.00
78042934	06/12/2019	Computerland of Silicon Valley	Adobe Creative Cloud	14,125.50
78042957	06/12/2019	Michael Flooring Inc.	Shower walls demolition/Gym	19,337.13
78042982	06/12/2019	Strata Information Group	SIG Invoice #32540 for Period 3/31-4/27/2019	13,430.00
78042984	06/12/2019	Sysco Food Service of Ventura	open p.o. food 18/19	12,845.16
78043004	06/12/2019	West Kern Adult Education Network JPA	18/19Fiscal Year Funding (April, May, June 2019)	126,328.00
78043007	06/12/2019	Westec	WESTEC - Open PO for remaining 100 FTES	89,643.75
78043018	06/18/2019	AMS.NET	Cisco ISR 4351UC Bundle, PVD4-65, UC License	11,990.07
78043019	06/18/2019	AP Architects	AP Architects - student center - year end po	13,085.00
78043030	06/18/2019	California Dept. of Education	CSPP 2017-18 Apportionment Over-payment	31,552.00
78043052	06/18/2019	John Karwoski	John Karwoski - Open PO 18-19	10,920.00
78043064	06/18/2019	P. G. & E.	PG&E - District - Open PO	24,705.81
78043068	06/18/2019	Public Agency Law Group	S. Wong Legal Fees	12,715.60
78043082	06/18/2019	SWACC	SWACC - Liability Insurance 19-20	133,395.00
78043089	06/18/2019	Taft College ASB General	SPRNG '19 ASO STCKR SALES	14,580.00
78043089	06/18/2019	Taft College ASB General	reimburse funds for baseball team travel, official	22,105.11
78043105	06/18/2019	United Healthcare Insurance Company	2018-19 Retiree Supplemental RX plan	22,515.56
78043115	06/18/2019	Westec	WESTEC - Open PO for remaining 100 FTES	143,430.00
78043118	06/18/2019	WKCCD-Taft College Grant Clearing Accou	Grant Clearing - reimbursement	11,790.98
78043118	06/18/2019	WKCCD-Taft College Grant Clearing Accou	Grant Clearing - reimbursement	14,645.45
78043118	06/18/2019	WKCCD-Taft College Grant Clearing Accou	Grant Clearing - reimbursement	11,068.72
				913,293.43

ASO 2018/19
Balance Sheet
As of June 30, 2019

June 30, 2019

ASSETS

Current Assets

Checking/Savings

ASB Chevron 176,500.31

ASB Chevron - Savings 143.54

Total Checking/Savings 176,643.85

Total Current Assets 176,643.85

TOTAL ASSETS 176,643.85

LIABILITIES & EQUITY

Equity

Restricted Funds

Anime and Above 992.00

Art Club 834.00

ASO Athletics 29,318.25

ASO General - Interest 2.10

ASO General - Operating 81,582.75

ASSE 385.43

Baseball Club 1,194.55

Best Buddies 3,158.90

Cougar Echo 773.50

CRU 1,159.26

D.H. GENERAL

D.H. CLASS OF 2019 226.95

D.H. CLASS OF 2020 1,831.85

D.H. GENERAL - Other 2,083.53

Total D.H. GENERAL 4,142.33

ECE 2,871.79

Golf Club - Mens 1,365.00

Golf Club - Womens 2,308.01

Literary Club 1,121.53

NSLS Club 3,049.80

On Our Own 1,087.68

Performing Arts 2,752.62

Phi Theta Kappa 0.00

Roleplaying Game Club 185.94

Soccer Club - Mens 1,884.73

Soccer Club - Womens 1,731.01

Social Science/ Research 2,591.26

Softball Fund 2,039.52

Spectrum 1,493.20

STEM 3,274.59

ASO 2018/19
Balance Sheet
As of June 30, 2019

	June 30, 2019
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	18,990.52
Veterans Club	305.86
Women's Athletic Club	3,775.87
Women's Basketball Club	201.12
Total Restricted Funds	176,643.85
Total Equity	176,643.85
TOTAL LIABILITIES & EQUITY	176,643.85

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 04, 2019 11:52:30AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
499837

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$47,444.77**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$47,444.77	\$47,444.77

TOTAL DEPOSIT: **\$47,444.77**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$47,444.77 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #190173

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/04/2019 To 06/04/2019
Transaction Number from: 190173 To 190173
Date entered from: 00/00/0000 To 99/99/9999

J63984 DC0100 L.00.01 06/04/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER DATE ENTERED DESCRIPTION -FUND-ORG-ACCT-PROGR- AMOUNT
LN. DI DETAIL DESCR

190173	06/04/2019	06/04/2019	WKCCD DEPOSIT				ENTERED BY: MDJB	UNAPPROVED	47,444.77
1.	78		CREDIT CARD STUDENT RECEIPTS	11000-000-9161-00000					47,444.77
							TOTAL AMOUNT		47,444.77
							DISTRICT TOTAL		47,444.77
							GRAND TOTAL		47,444.77

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
 SUBMIT DATE
Jun 04, 2019 11:57:30AM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 EROD NO.
499839

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$123,408.13**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$123,408.13	\$123,408.13

TOTAL DEPOSIT: **\$123,408.13**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$123,408.13 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #190174

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/04/2019 To 06/04/2019
 Transaction Number from: 190174 To 190174
 Date entered from: 00/00/0000 To 99/99/9999

J63985 DC0100 L.00.01 06/04/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190174	06/04/2019	06/04/2019	WKCCD DEPOSIT		
1.	78	CREDIT CARD	STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB	UNAPPROVED
				TOTAL AMOUNT	123,408.13
				DISTRICT TOTAL	123,408.13
				GRAND TOTAL	123,408.13

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 04, 2019 01:02:33PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 499856

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$28,847.61**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$28,847.61	\$28,847.61

TOTAL DEPOSIT: **\$28,847.61**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$28,847.61 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #190175

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
 Date last used from: 06/04/2019 To 06/04/2019
 Transaction Number from: 190175 To 190175
 Date entered from: 00/00/0000 To 99/99/9999

J63986 DC0100 L.00.01 06/04/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190175	06/04/2019	06/04/2019	WKCCD DEPOSIT		28,847.61
1.	78	CREDIT CARD	STUDENT RECEIPTS	11000-000-9161-00000	28,847.61
				TOTAL AMOUNT	28,847.61
				DISTRICT TOTAL	28,847.61
				GRAND TOTAL	28,847.61

ENTERED BY: MDJB UNAPPROVED

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 04, 2019 01:04:12PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 499857

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$24,085.32**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$24,085.32	\$24,085.32

TOTAL DEPOSIT: **\$24,085.32**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,085.32 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #190176

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

378 WEST KERN COMM. COLLEGE
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J63987 DC0100 L.00.01 06/04/19 PAC

Date last used from: 06/04/2019 To 06/04/2019
 Transaction Number from: 190176 To 190176
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190176	06/04/2019	06/04/2019	WKCCD DEPOSIT		
1.	78	CREDIT CARD	STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB	UNAPPROVED
				TOTAL AMOUNT	24,085.32
				DISTRICT TOTAL	24,085.32
				GRAND TOTAL	24,085.32

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 06, 2019 01:50:39PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 500044

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$10,122.25**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$10,122.25	\$10,122.25

TOTAL DEPOSIT: **\$10,122.25**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$10,122.25 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190177

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/06/2019 To 06/06/2019
Transaction Number from: 190177 To 190177
Date entered from: 00/00/0000 To 99/99/9999

J66026 DC0100 L.00.01 06/06/19 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190177	06/06/2019	06/06/2019	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	10,122.25
				TOTAL AMOUNT	10,122.25
				DISTRICT TOTAL	10,122.25
				GRAND TOTAL	10,122.25

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
 SUBMIT DATE
Jun 06, 2019 01:52:06PM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 DEPT NO. 0886
 EROD NO. 500045

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$8,831.16**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,831.16	\$8,831.16

TOTAL DEPOSIT: **\$8,831.16**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,831.16 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190178

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J66028 DC0100 L.00.01 06/06/19 PA

Date last used from: 06/06/2019 To 06/06/2019
Transaction Number from: 190178 To 190178
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
190178	06/06/2019	06/06/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	8,831.16
				DISTRICT TOTAL	8,831.16
				GRAND TOTAL	8,831.16

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 06, 2019 01:53:56PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 500047

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$62,229.91**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$57,806.58	\$57,806.58
RESTRICTED FUND	84097	0886	5490	\$2,217.34	\$2,217.34
CHILD DEVELOPMENT	84496	0886	5490	\$1,492.00	\$1,492.00
CAFETERIA	84699	0886	5490	\$713.99	\$713.99

TOTAL DEPOSIT: **\$62,229.91**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$62,229.91 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT CARD:** \$0.00
NOTES: DEPOSIT #190179

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/06/2019 To 06/06/2019
Transaction Number from: 190179 To 190179
Date entered from: 00/00/0000 To 99/99/9999

J66029 DC0100 L.00.01 06/06/19 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190179	06/06/2019	06/06/2019	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TESTING		11000-306-8889-49306	40.00
2.	78	REIMBURSEMENT		11000-000-7211-00000	14,719.58
3.	78	OPEB		11000-000-9551-00000	42,500.00
4.	78	COTOP OFFSET ADJUSTMENT		11000-000-9161-00000	0.50
5.	78	TRANSCRIPT FEES		11000-000-8879-00000	546.50
6.	78	DHS ADMIN		12602-309-8839-64992	2,217.34
7.	78	CAFETERIA SALES		32000-422-8841-69400	713.99
8.	78	CC GENERAL		33428-310-8621-69200	431.00
9.	78	CC STATE PRESCHOOL		33528-310-8621-69200	460.00
10.	78	CC MIGRANT ED		33588-310-8621-69200	601.00
TOTAL AMOUNT					62,229.91
DISTRICT TOTAL					62,229.91
GRAND TOTAL					62,229.91

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 13, 2019 02:34:59PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO. 0886
 EROD NO.
 500622

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$121,596.33**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$121,596.33	\$121,596.33

TOTAL DEPOSIT: **\$121,596.33**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$121,596.33 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #190180

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J70129 DC0100 L.00.01 06/13/19 PA

Date last used from: 06/13/2019 To 06/13/2019
Transaction Number from: 190180 To 190180
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190180	06/13/2019	06/13/2019	WKCCD DEPOSIT		
1.	78	CREDIT CARD STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	121,596.33
				TOTAL AMOUNT	121,596.33
				DISTRICT TOTAL	121,596.33
				GRAND TOTAL	121,596.33

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 13, 2019 02:36:15PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 500624

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$5,271.03**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$5,271.03	\$5,271.03

TOTAL DEPOSIT: **\$5,271.03**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,271.03 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190181

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J70130 DC0100 L.00.01 06/13/19 PAC

Date last used from: 06/13/2019 To 06/13/2019
Transaction Number from: 190181 To 190181
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
190181	06/13/2019	06/13/2019	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	5,271.03
				TOTAL AMOUNT	5,271.03
				DISTRICT TOTAL	5,271.03
				GRAND TOTAL	5,271.03

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 13, 2019 02:40:03PM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
500628

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$8,939.16**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,939.16	\$8,939.16

TOTAL DEPOSIT: **\$8,939.16**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,939.16 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190182**

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

178 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/13/2019 To 06/13/2019
Transaction Number from: 190182 To 190182
Date entered from: 00/00/0000 To 99/99/9999

J70132 DC0100 L.00.01 06/13/19 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190182	06/13/2019	06/13/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	8,939.16
				TOTAL AMOUNT	8,939.16
				DISTRICT TOTAL	8,939.16
				GRAND TOTAL	8,939.16

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 13, 2019 02:44:34PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 500630

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$59,384.01**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,272.39	\$1,272.39
RESTRICTED FUND	84097	0886	5490	\$13,877.34	\$13,877.34
CHILD DEVELOPMENT	84496	0886	5490	\$15,665.00	\$15,665.00
TIL	84697	0886	5490	\$2,973.99	\$2,973.99
BOOKSTORE	84698	0886	5490	\$24,487.79	\$24,487.79
CAFETERIA	84699	0886	5490	\$1,107.50	\$1,107.50

TOTAL DEPOSIT: **\$59,384.01**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$59,384.01 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #190183

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS

J70133 DC0100 L.00.01 06/13/19 PAG

Date last used from: 06/13/2019 To 06/13/2019
Transaction Number from: 190183 To 190183
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190183	06/13/2019	06/13/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	912.39
2.	78	REIMBURSEMENT		11000-000-8889-00000	360.00
3.	78	FEDERAL WORK STUDY		12401-353-8153-64600	7,572.00
4.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	378.00
5.	78	PELL		12000-353-8154-64600	5,927.34
6.	78	BOOKSTORE		31000-423-8841-69100	24,487.79
7.	78	CAFETERIA SALES		32000-422-8841-69400	1,107.50
8.	78	CC GENERAL		33428-310-8621-69200	15,665.00
9.	78	TIL		39000-314-8699-64991	2,973.99
				TOTAL AMOUNT	59,384.01
				DISTRICT TOTAL	59,384.01
				GRAND TOTAL	59,384.01

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 20, 2019 12:11:12PM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
501164

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$2,773.61

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,773.61	\$2,773.61

TOTAL DEPOSIT: \$2,773.61

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,773.61 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190184

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/20/2019 To 06/20/2019
Transaction Number from: 190184 To 190184
Date entered from: 00/00/0000 To 99/99/9999

J73529 DC0100 L.00.01 06/20/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
90184	06/20/2019	06/20/2019	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	2,773.61
				TOTAL AMOUNT	2,773.61 *
				DISTRICT TOTAL	2,773.61 *
				GRAND TOTAL	2,773.61 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 20, 2019 12:12:24PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
501165

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$15,179.59

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$15,179.59	\$15,179.59

TOTAL DEPOSIT: \$15,179.59

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$15,179.59 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190185

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/20/2019 To 06/20/2019
Transaction Number from: 190185 To 190185
Date entered from: 00/00/0000 To 99/99/9999

J73530 DC0100 L.00.01 06/20/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
190185	06/20/2019	06/20/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	15,179.59
				TOTAL AMOUNT	15,179.59
				DISTRICT TOTAL	15,179.59
				GRAND TOTAL	15,179.59

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 20, 2019 12:14:00PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 501166

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$171,134.14

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$10,494.15	\$10,494.15
RESTRICTED FUND	84097	0886	5490	\$148,443.74	\$148,443.74
CHILD DEVELOPMENT	84496	0886	5490	\$11,508.25	\$11,508.25
CAFETERIA	84699	0886	5490	\$688.00	\$688.00

TOTAL DEPOSIT: \$171,134.14

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$171,134.14 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #190186

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL DESCR			
90186	06/20/2019	06/20/2019	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING	11000-306-8889-49306		7,085.00
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		578.50
3.	78	REIMBURSEMENT	11000-000-8698-00000		2,620.13
4.	78	REIMBURSEMENT	11000-000-8892-00000		122.99
5.	78	METLIFE	11000-000-8861-00000		87.12
6.	78	COTOP OFFSET ADJUSTMENT	11000-000-9161-00000		0.41
7.	78	FEDERAL WORK STUDY	12401-353-8153-64600		7,342.92
8.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600		367.08
9.	78	REIMBURSEMENT	12000-114-8892-70999		11,813.38
10.	78	REIMBURSEMENT	12603-125-2220-64200		7,106.00
11.	78	REIMBURSEMENT	12603-125-3220-64200		1,827.08
12.	78	REIMBURSEMENT	12603-125-3520-64200		3.56
13.	78	REIMBURSEMENT	12603-125-3620-64200		91.52
14.	78	REIMBURSEMENT	12603-125-3520-68900		13.92
15.	78	REIMBURSEMENT	12603-125-3752-68900		1,000.00
16.	78	REIMBURSEMENT	12603-125-2110-68900		28,513.32
17.	78	REIMBURSEMENT	12603-125-3220-68900		5,150.08
18.	78	REIMBURSEMENT	12603-125-3320-68900		2,181.28
19.	78	REIMBURSEMENT	12603-125-3420-68900		6,156.80
20.	78	REIMBURSEMENT	12603-125-3620-68900		359.12
21.	78	CAFETERIA SALES	32000-422-8841-69400		688.00
22.	78	CC CHILD CARE FOOD	33429-310-8621-69200		10,342.25
23.	78	CC GENERAL	33428-310-8621-69200		1,024.00
24.	78	CC STATE PRESCHOOL	33528-310-8621-69200		80.00
25.	78	CC MIGRANT ED GRANT	33588-310-8621-69200		62.00
26.	78	REIMBURSEMENT	12642-223-8647-60103		76,517.68
				TOTAL AMOUNT	171,134.14 *
				DISTRICT TOTAL	171,134.14 *
				GRAND TOTAL	171,134.14 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 24, 2019 02:52:17PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 501418

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$768,433.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
18-19 Q4 EPA	84096	0886	5490	\$768,433.00	\$768,433.00

TOTAL DEPOSIT: **\$768,433.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$768,433.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190187

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 06/24/2019 TO 06/24/2019
Transaction Number from: 190187 TO 190187
Date entered from: 00/00/0000 TO 99/99/9999

J74793 DC0100 L.00.01 06/24/19 PAGE

1

NUMBER DATE LN. DI ENTERED

190187 06/24/2019 1. 78 18-19 Q4 EPA - ER0D

DESCRIPTION

WKCCD Deposit

APPROVED AND UNAPPROVED TRANSACTIONS

-FUND-ORG-ACCT-PROGR-

AMOUNT A/R

ENTERED BY: AMB UNAPPROVED

TOTAL AMOUNT 768,433.00 N

DISTRICT TOTAL 768,433.00 **

GRAND TOTAL 768,433.00 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 26, 2019 11:17:20AM

PROCESS DATE
 NOT PROCESSED AT
 THIS TIME

DEPT NO.
 0886

EROD NO.
 501588

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$172,497.74**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
LOTTERY APPORTIONMENT	84096	0886	5490	\$83,163.56	\$83,163.56
LOTTERY APPORTIONMENT	84097	0886	5490	\$89,334.18	\$89,334.18

TOTAL DEPOSIT: **\$172,497.74**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$172,497.74 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #190188

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

78 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/26/2019 To 06/26/2019
Transaction Number from: 190188 To 190188
Date entered from: 00/00/0000 To 99/99/9999

J75846 DC0100 L.00.01 06/26/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
190188	06/26/2019	06/26/2019	WKCCD DEPOSIT		
1.	78	LOTTERY APPORTIONMENT		11477-000-8681-00000	83,163.56
2.	78	LOTTERY APPORTIONMENT		12477-000-8681-00000	89,334.18
TOTAL AMOUNT					172,497.74 *
DISTRICT TOTAL					172,497.74 *
GRAND TOTAL					172,497.74 *

ENTERED BY: MDJB UNAPPROVED

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 27, 2019 01:59:30PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
501726

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$24,190.89**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$24,190.89	\$24,190.89

TOTAL DEPOSIT: **\$24,190.89**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,190.89 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #190189

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE
CD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/27/2019 To 06/27/2019
Transaction Number from: 190189 To 190189
Date entered from: 00/00/0000 To 99/99/9999

J76730 DC0100 L.00.01 06/27/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

IBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
189	06/27/2019	06/27/2019	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	24,190.89
				TOTAL AMOUNT	24,190.89 *
				DISTRICT TOTAL	24,190.89 **
				GRAND TOTAL	24,190.89 **

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
SEC.26900-26902 GOV.CODE

USER NAME
Mindy Jewell
SUBMIT DATE
Jun 27, 2019 02:01:17PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
501727

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$26,159.11

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$26,159.11	\$26,159.11

TOTAL DEPOSIT: \$26,159.11

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$26,159.11 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #190190

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
DUE THE KERN COUNTY TREASURER TO
AND INCLUDING:

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

8 WEST KERN COMM. COLLEGE
CCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/27/2019 To 06/27/2019
Transaction Number from: 190190 To 190190
Date entered from: 00/00/0000 To 99/99/9999

J76731 DC0100 L.00.01 06/27/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
0190	06/27/2019	06/27/2019	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	26,159.11
				TOTAL AMOUNT	26,159.11 *
				DISTRICT TOTAL	26,159.11 **
				GRAND TOTAL	26,159.11 ***

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 27, 2019 02:03:55PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 501728

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$3,917.07**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$305.57	\$305.57
RESTRICTED FUND	84097	0886	5490	\$492.00	\$492.00
CHILD DEVELOPMENT	84496	0886	5490	\$260.00	\$260.00
TIL	84697	0886	5490	\$1,875.00	\$1,875.00
CAFETERIA	84699	0886	5490	\$984.50	\$984.50

TOTAL DEPOSIT: **\$3,917.07**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,917.07 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #190191**

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 06/27/2019 To 06/27/2019
Transaction Number from: 190191 To 190191
Date entered from: 00/00/0000 To 99/99/9999

J76732 DC0100 L.00.01 06/27/19 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190191	06/27/2019	06/27/2019	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TESTING		11000-306-8889-49306	20.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	84.20
3.	78	REIMBURSEMENT		11000-421-5710-69610	201.28
4.	78	COTOP OFFSET ADJUSTMENT		11000-000-9161-00000	0.09
5.	78	CDTC UNITS		12427-210-8699-69200	325.00
6.	78	LIBRARY PROGRAMS		12201-203-8892-61200	167.00
7.	78	CAFETERIA SALES		32000-422-8841-69400	984.50
8.	78	CC GENERAL		33428-310-8621-69200	260.00
9.	78	RIEMBURSEMENT		39000-314-5740-64991	1,875.00
				TOTAL AMOUNT	3,917.07 *
				DISTRICT TOTAL	3,917.07 *
				GRAND TOTAL	3,917.07 *

COUNTY OF KERN
ELECTRONIC RECORD OF DEPOSIT
 SEC.26900-26902 GOV.CODE

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Jun 27, 2019 02:08:55PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 501730

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,290,484.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
JUNE SCHOOL APPORTIONMENT	84096	0886	5490	\$1,942,038.00	\$1,942,038.00
JUNE SCHOOL APPORTIONMENT	84097	0886	5490	\$348,446.00	\$348,446.00

TOTAL DEPOSIT: **\$2,290,484.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,290,484.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #190192

SECTION 26901 GOVERNMENT CODE
 I HEREBY SWEAR THAT THIS IS A TRUE AND
 CORRECT RECORD OF THE TOTAL AMOUNT
 DUE THE KERN COUNTY TREASURER TO
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
190192	06/27/2019	06/27/2019	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	JUNE SCHOOL APPORTIONMENT		11000-000-8612-00000	1,886,529.00
2.	78	JUNE SCHOOL APPORTIONMENT		11000-000-8618-00000	10,057.00
3.	78	JUNE SCHOOL APPORTIONMENT		11006-201-8633-00000	8,738.00
4.	78	JUNE SCHOOL APPORTIONMENT		11006-201-8633-00000	36,309.00
5.	78	JUNE SCHOOL APPORTIONMENT		11000-000-8612-00000	405.00
6.	78	JUNE SCHOOL APPORTIONMENT		12551-353-8615-64600	3,833.00
7.	78	JUNE SCHOOL APPORTIONMENT		12551-353-8625-64600	13,384.00
8.	78	JUNE SCHOOL APPORTIONMENT		12000-303-8622-64300	31,360.00
9.	78	JUNE SCHOOL APPORTIONMENT		12000-305-8624-64301	3,874.00
10.	78	JUNE SCHOOL APPORTIONMENT		12000-311-8623-64200	20,667.00
11.	78	JUNE SCHOOL APPORTIONMENT		12000-311-8660-64200	834.00
12.	78	JUNE SCHOOL APPORTIONMENT		12600-309-8627-64992	13,340.00
13.	78	JUNE SCHOOL APPORTIONMENT		12000-304-8630-00000	50,749.00
14.	78	JUNE SCHOOL APPORTIONMENT		12000-319-8644-00000	131,168.00
15.	78	JUNE SCHOOL APPORTIONMENT		12050-431-8654-00000	2,864.00
16.	78	JUNE SCHOOL APPORTIONMENT		12060-113-8634-67801	2,864.00
17.	78	JUNE SCHOOL APPORTIONMENT		12569-353-8691-64600	13,908.00
18.	78	JUNE SCHOOL APPORTIONMENT		12000-318-8699-64800	1,164.00
19.	78	JUNE SCHOOL APPORTIONMENT		12643-223-8647-60103	9,228.00-
20.	78	JUNE SCHOOL APPORTIONMENT		12532-351-8699-64900	589.00
21.	78	JUNE SCHOOL APPORTIONMENT		12603-125-8643-68900	67,196.00
22.	78	JUNE SCHOOL APPORTIONMENT		12000-000-8699-00000	120.00-
TOTAL AMOUNT					2,290,484.00 *
DISTRICT TOTAL					2,290,484.00 *
GRAND TOTAL					2,290,484.00 *